

1995
OCCUPATIONAL
OUTLOOK
and
DIRECTORY OF
VOCATIONAL TRAINING
FOR
COLUSA, GLENN, LAKE, SUTTER & YUBA
COUNTIES

a product of

The California Cooperative



Occupational Information System

sponsored by

NORTH CENTRAL COUNTIES CONSORTIUM
PRIVATE INDUSTRY COUNCIL

STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT

CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE

OCCUPATIONAL OUTLOOK REPORT

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment and training information, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended as a reference for basing and supporting these and other types of decisions. To maximize the use of this information, please contact your local CCOIS Project Coordinator at (707) 262-3408.



Important Information from your CCOIS Project Coordinator

Welcome to North Central Counties Consortium's 1995 publication of the Occupational Outlook Report, providing labor market information for Colusa, Glenn, Lake, Sutter and Yuba Counties. Your understanding of the information in this document may be improved if you will take a few moments to read the following.

What's New in 1995?

This year's Occupational Outlook Report contains a new addition:

- ⇒ **The Vocational Training Directory**, intended as a resource for matching local training sources with occupations included in the Outlook Report.

New or expanded information has been added to the occupational summaries:

- ⇒ **New/Emerging Skills & Skills Becoming Obsolete**
- ⇒ **Common Job Titles**
- ⇒ **Employer-Reported Growth Trends** (in the Local Considerations section)

Replacement Pages

Some occupations were re-surveyed this year - please remove the outdated summaries and replace them with the corresponding updated summaries.

Remove

Automotive Mechanics, 1991
Billing, Cost & Rate Clerks, 1991
Dental Hygienists, 1991
General Office Clerks, 1991
Licensed Vocational Nurses, 1991

Replace with

Automotive Mechanics, 1995
Billing, Cost & Rate Clerks, 1995
Dental Hygienists, 1995
General Office Clerks, 1995
Licensed Vocational Nurses, 1995

Labor Market Information - Local vs. State & National

Although there are several good sources of occupational information available, this report is unique.

- ⇒ The occupational summaries document actual surveys conducted with local employers.
- ⇒ The data reflects our unique economic situation in Colusa, Glenn, Lake, Sutter & Yuba Counties.
- ⇒ Growth projections (listed under Employment Trends) are derived from EDD's occupational forecast tables, based on local industry trends and employment patterns. Please note: **Projected growth rates for occupations in the North Central Counties Consortium may not coincide with statewide projections for the same occupations.**

Dated Surveys

Occupational summaries from 1991-1995 are included in one volume for your convenience, but please keep in mind that each summary portrays data that was available **at the time the survey was conducted**. Each summary includes the year of the survey on the front side under Wages & Benefits and also at the end, usually in the bottom right corner of the back side. Because of significant changes during the past five years which have affected our local economy, summaries dated 1991, 1992 and 1993 may contain inaccurate growth rates (listed under Employment Trends), as these figures came from pre-recession occupational forecast tables. Other factors that may cause the old summaries to falsely represent the current situation include inflation, changes in government policies, new technology and local industry trends.

OES Codes

Each occupation summarized in this book is classified by the coding system used in the federal Occupational Employment Statistics (OES) Dictionary, published by the U.S. Bureau of Labor Statistics. This system is used by all states to collect information from employers on the distribution of occupations by industry. It is the basis of the California OES classification system used for EDD's occupational forecast tables and the automated employer sample produced for the CCOIS program.

Occupational summaries for surveys conducted in 1991 have five-digit codes. After 1991, some federal OES codes and definitions were modified by California's EDD Labor Market Information Division to better meet the needs of California occupational research. **Please note that occupational summaries dated 1992, 1993, 1994 and 1995 have six digit codes instead of five digit codes.**

Generally the sixth digit is zero, unless the occupation has changed, for example Salesperson-Retail (490110) was split into two more precisely-defined occupations: Vehicle Salesperson-Retail (490111) and Salesperson-Retail, non-vehicle (490112).

Local Questions

In 1993, we began to add "local questions" to the surveys in response to requests from local users of labor market information. We asked employers about

- ⇒ preferred levels of computer literacy
- ⇒ which software programs they use
- ⇒ foreign languages they prefer workers to speak, and
- ⇒ whether workers are compensated with higher pay for bi-lingual skills.

In 1994 we asked employers about

- ⇒ computer skills, and
- ⇒ interest in providing on-the-job training.

In 1995 we asked

- ⇒ if workers are telecommuting,
- ⇒ if employers are drug-testing workers, and
- ⇒ whether any particular qualifications seem to be in short supply locally.

Continued Funding for Local LMI

Without strong support from information users, it is likely that future financial support for this project may be directed toward other pressing needs. As a user of labor market information, your feedback can help affirm the value of the program and substantiate continued funding at federal, state and local levels.

- ⇒ **Please take a few minutes to complete the evaluation form about the effectiveness of the California Cooperative Occupational Information System (CCOIS)** which has been provided to you with this copy of the Occupational Outlook Report. A summary of responses received from labor market information users will be shared with our local legislative representatives.

We would be pleased to assist you in any way we can with labor market data.. The Occupational Outlook report can be a valuable tool for helping to learn more about what will be required in tomorrow's workplace, and for improving the match between local employer needs and the development of our local workforce. Your suggestions and comments are appreciated. Feel free to call Donna Hodge, CCOIS Project Coordinator at (707) 262-3408.

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ACKNOWLEDGMENTS

This report was made possible by the efforts and support of hundreds of individuals. Although we cannot mention them all here, the following deserve special recognition:

- The employers throughout the five counties who took time out of their busy schedules to respond to the survey, providing the data critical to this report.
- The resource people we contacted at schools, trade unions, licensing agencies, professional associations, employment agencies, etc. for information that only their expertise could provide.
- The Private Industry Council and Governing Board of North Central Counties Consortium for their support.
- The labor market information users who attended the community meetings and contributed their ideas to the process.
- Judi Morris of the State of California Employment Development Department, Labor Market Information Division, our indispensable partner and counselor throughout this project.

Without the spirit of partnership, this report would not have been possible.

Donna Hodge
CCOIS Project Coordinator



INTRODUCTION

The information presented in this Occupational Outlook was collected and analyzed through a partnership between the Private Industry Council (PIC) of the North Central Counties Consortium (NCCC) and the Labor Market Information Division (LMID) of the California State Employment Development Department (EDD).

The Occupational Summaries portion of this report provides aggregate labor market information for NCCC's five counties: Colusa, Glenn, Lake, Sutter and Yuba. The occupations surveyed were selected by local users of occupational information, including vocational program administrators, planners, and counselors. They expressed their preferences during four community meetings held during February, 1995 in the cities of Colusa, Lakeport, and Marysville (for Sutter and Yuba Counties) and Willows.

The purpose of the Occupational Outlook is to provide information that can be used to improve the match between local labor market skills and local employer needs. This localized labor market data can be used in local vocational program planning, curriculum design, program marketing, career planning and counseling, job placement, job development, personnel management, and economic development. Educators, training staff, counselors, administrators, employers, jobseekers, students, policy makers, legislators, economic development professionals and others may find it useful for making labor market decisions. Not all occupations included may be suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is inappropriate.

Questions regarding this report may be referred to Donna Hodge, CCOIS Project Coordinator, 341 N. Main Street, Lakeport, CA 95453, (707) 262-3408. For further information on the California Cooperative Occupational Information System, please contact Employment Development Department, Labor Market Information Division, State/Local LMI Group, P.O. Box 826880, MIC 57, Sacramento, CA 94280-0001, (916) 262-2353. For general information, call (916) 262-2162.

PROGRAM METHODS

OCCUPATION SELECTION

North Central Counties Consortium (NCCC) Private Industry Council (PIC) staff and consultants established criteria for occupations to be surveyed locally by the California Cooperative Occupational Information System (CCOIS). These criteria were:

- ⇒ The occupation have a substantial employment base in the consortium.
- ⇒ There be a substantial number of projected job openings in the consortium.
- ⇒ The occupation offer a reasonable potential for advancement.

For the first two criteria (substantial employment base and projected number of job openings) occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past and present occupational employment within NCCC and projected local job growth rates. Occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected from these tables.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educators, economic development professionals and members of the Private Industry Council at community meetings held throughout the consortium. Occupations were selected by vote at these meetings. Each occupation was then clearly defined to ensure collection of appropriate information.

DEFINITION OF OCCUPATIONS

An occupation is the name or title of a job that identifies the various activities and functions of a worker. The method for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, the industries within which they are typically found were determined. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged, i.e., the products or services it produces. Industries are classified by the Standard Industrial Classification Manual. Every firm in the state is classified in one or more industry categories.

EDD staff, using detailed data bases of employers and occupational staffing within industries, provided a representative sample and list of supplemental firms for each of the occupations. Each occupational sample and supplemental list carefully included multiple relevant industries. Utilizing telephone books from each of the five counties, as well as help from EDD staff, the Project Coordinator attempted to obtain phone numbers for each employer in the samples. When necessary, employers were deleted from the samples at this time because they were no longer in business, or a local address or phone number could not be obtained.

Employers were then called to verify company name and address, verify the existence of the occupation at the firm; (at this point, the employer was deleted from the sample if they did not employ in the occupation - to maintain statistical significance, as employers were deleted from a sample they were replaced with firms from the corresponding supplemental list). The study was described to employers with workers in the occupation, participation was encouraged, and the name of a contact person was obtained.

QUESTIONNAIRE DEVELOPMENT

Separate questionnaires were developed for each of the occupations. EDD developed a framework of questions to be asked. Skills questions were developed by the Project Coordinator, who also developed and added local questions.

SURVEY PROCEDURES

Cover letters and questionnaires were mailed in stages beginning August, 1995. Employers not responding to the mailed questionnaires within a reasonable time were again contacted by phone to encourage them to return the questionnaires, and were given the opportunity to complete the questionnaires by telephone.

All survey responses were reviewed by the Project Coordinator to monitor accuracy and completeness. Employers were contacted if the answers were unclear or conflicted with other answers or information obtained on the occupation.

If a sufficient number of responses to obtain statistical significance could not be obtained from the finalized sample, employers not yet activated from the original supplemental list were contacted. Other firms were also added to the sample from personal knowledge, the Yellow Pages, or any other source available.

The Project Coordinator contacted licensing and certifying agencies, professional and trade associations, training providers, etc. to gather additional information on occupations.

TABULATIONS AND RESULTS

The Project Coordinator entered the survey responses into a data base and used the CCOIS computer software program to generate tabulations. The tabulations were analyzed and the final occupational summaries prepared by the Project Coordinator. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information.

Specific employer information is and will remain confidential.

GUIDE TO OCCUPATIONAL SUMMARIES

Each Occupational Summary includes at least seven areas of information. Reporting within each of these areas reflects standardized terms and guidelines applied by the California Cooperative Occupational Information System (CCOIS). Explanations of these terms and guidelines follow:

DESCRIPTION OF OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. Titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics. Summaries of occupations surveyed in 1991 are classified by 5-digit OES codes. After 1991, some OES codes and definitions were modified by California's EDD Labor Market Information Division to better meet the needs of California occupational research. Occupational summaries dated 1992, 1993, 1994 and 1995 have six digit codes instead of five digit codes. Generally the sixth digit is zero, unless the occupation has changed, for example Salesperson-Retail (490110) was split into two more precisely-defined occupations: Vehicle Salesperson-Retail (490111) and Salesperson-Retail, non-vehicle (490112).

Occupations were selected for survey based on the needs of local users of occupational information.

WAGES AND FRINGE BENEFITS

The wage data enables comparison of salaries across occupations through salary ranges. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys, with extreme answers excluded. Information obtained in interviews with locally involved labor market intermediaries may also be noted in this section. Labor market intermediaries include unions, employment agencies, licensing and certifying agencies, professional and trade associations, and schools and training providers. Wage data were collected during the period May through December of the year the occupation was surveyed, unless otherwise stated.

Salary ranges are reported for three levels of employee experience, defined as follows:

New hires, no experience	The wages of persons trained or otherwise qualified, but with no paid experience in the occupation.
New hires, experienced	The starting wage paid to journey-level or experienced persons just starting at the firm.
Experienced, after three years with firm	The wages generally paid to persons with three years journey-level experience at the firm.

References to most, many, or some employers utilize the same guidelines discussed under the following section.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

This section presents the amount and kinds of work experience, education, and skills required by surveyed employers. Also included in this section are typical employer preferences and key personal traits usually present in those working in the occupation.

When reference is made to most, many, or some, the following guidelines have been applied:

Most employers	This reflects more than 50 percent of the survey respondents.
Many employers	This reflects 36-50 percent of the survey respondents.
Some employers	This reflects 10-35 percent of the survey respondents.

When qualifications for job entry are discussed, the following categories apply:

Very important	On average, responding employers rated these skills and abilities as very important for job entry. Qualifications are listed in order of importance to the responding employers.
Moderately important	On average, responding employers rated these skills and abilities as somewhat important for job entry. Qualifications are listed in order of importance to the responding employers.

SUPPLY/DEMAND ASSESSMENT

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the local supply/demand situation currently found in the North Central Counties Consortium are defined as:

Great difficulty	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Some difficulty	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
Little difficulty	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in jobseeking.
No difficulty	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

This section usually lists supply/demand terms separately for experienced and inexperienced workers.

SIZE OF OCCUPATION

The term used to describe the size of a particular occupation relates to its estimated number of workers in the consortium, based upon State of California Employment Development Department (EDD) Forecast Tables presented in Projections of Employment by Industry and Occupation 1992 - 1999, North Central Counties Consortium (Colusa, Glenn, Lake, Sutter and Yuba Counties). Occupational size in the North Central Counties Consortium is measured using the following scale:

Small	82 or fewer workers
Medium	83 - 165 workers
Large	166 - 358 workers
Very Large	359 or more workers

EMPLOYMENT TRENDS

The following standard terms describe the projected annual occupational growth rate, based upon the same EDD Forecast Tables used to determine size of occupation, in the North Central Counties Consortium for the outlook period 1992-1999:

Much faster than average	1.5% or more annual growth
Faster than average	1.1% to but not including 1.5% annual growth
Average	0.9% to but not including 1.1% annual growth
Slower than average	Less than 0.9% but greater than 0
No significant change	No annual increase
Slow decline	Decrease

It is important not to overemphasize growth in an occupation. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training.

OTHER INFORMATION

Any information of unique relevance to the particular occupation is presented in this section. Standardized terms and guidelines as defined in previous sections continue to apply.

Promotional patterns (Career Ladders) are discussed here. Typical work hours and industry concentrations are also provided. Presently available training programs may be listed, if applicable; and relevant local considerations are noted.

Dictionary of Occupational Titles (DOT) Codes encompassed by the occupation are cited here. Related EDD-prepared California Occupational Guide numbers and U.S. Dept. of Labor Bureau of Labor Statistics' Occupational Outlook Handbook page numbers (1994-1995 edition) also are provided.

OCCUPATIONAL SUMMARIES

OCCUPATIONAL TITLES

Alphabetized, with year of survey

- Accountants & Auditors-1993
- Administrative Assistants-Limited 1992
- Alcohol & Drug Abuse Counselors (see Social Workers-Medical & Psychiatric-1995)
- Animal Health Technician-Limited 1992
- Assemblers, Electrical & Electronic Equipment-Precision (Sacramento/Yolo)-1994
- Automotive Body & Related Repairers-1992
- Automotive Mechanics-1995
- Bakers, Bread & Pastry-1994
- Billing, Cost & Rate Clerks-1995
- Bookkeeping, Accounting & Auditing Clerks, Including Bookkeepers-1991
- Bus Drivers, School-1994
- Bus/Truck Mechanics & Diesel Engine Specialists-1993
- Butchers & Meat Cutters-1993
- Cabinetmakers & Bench Carpenters-1992
- Carpenters-1991
- Cashiers-1992
- Child Care Workers-1991
- Combined Food Prep/Service Workers-1992
- Computer Operators-1991
- Computer Repairer (see Data Processing Equipment Repairers-Limited-1994)
- Cooks, Institutional-1994
- Cooks, Restaurant-1992
- Correction Officers & Jailers-1993
- Court Reporters/Shorthand Reporters-1995
- Data Processing Equip. Repairers-Limited-1994
- Dental Assistants-1992
- Dental Hygienists-1995
- Desktop Publishing-Graphic Designers-1995
- Drafters-1992
- Drug & Alcohol Abuse Counselors (see Social Workers-Medical & Psychiatric-1995)
- Electricians-1993
- Electronic Home Entertainment Equipment Repairers-Limited 1992
- Excavating/Loading Machine Operators-1994
- Farm Equipment Mechanics-1991
- Farm Equipment Operators-1992
- Fire Fighters-1993
- First Line Supervisors-Sales & Related-1993
- Food Preparation Workers-1995
- Food Preparation/Service Workers (see Combined Food Preparation/Service Workers)
- Food Service Managers-1991
- Forklift Driver (see Industrial Truck & Tractor Operators-1992)
- Gardeners & Groundskeepers-Ex Farm-1993
- General Office Clerks-1995
- Guards & Watch Guards-1992
- Hairdressers, Hairstylists, Cosmetologists-1992
- Heat, Vent., Air Conditioning Mechanics-1994
- Heavy Equipment Operators (see Excavating & Loading Machine Operators-1994)
- Helpers, Carpenters & Related-Limited 1994
- Highway Maintenance Workers-1993
- Home Health Care Workers-1995
- Human Service Workers-1995
- Industrial Truck & Tractor Operators-1992
- Inspectors, Testers, Graders, Precision-1995
- Instructional Aides-1992
- Janitors & Cleaners, Except Maids & Housekeepers-1992
- Licensed Vocational Nurses-1995
- Loan & Credit Clerks-1994

OCCUPATIONAL TITLES

Alphabetized, with year of survey

- Lodging Managers-1993
- Machinists-1992
- Maids & Housekeeping Cleaners-1995
- Maintenance Repairers, General Utility-1991
- Medical Assistants-1995
- Medical/Clinical Lab Technologists-1991
- Medical Insurance Billing Clerks (see Billing, Cost & Rate Clerks-1995)
- Medical Records Technicians-1992
- Medical Transcribers-1995
- Nurse Aides-1991
- Paralegal Personnel-Limited 1993
- Pharmacy Technicians-1994
- Photographers-Limited 1992
- Physical Therapy Aides-1994
- Physical Therapy Assistants-1994
- Plumbers, Pipefitters & Steamfitters-1993
- Police Patrol Officers-1992
- Radiologic Technologists, Diagnostic-Limited 1993
- Real Estate Clerks-Limited 1992
- Receptionists & Information Clerks-1992
- Registered Nurses-1991
- Salespersons, Parts-1992
- Salespersons, Retail-Ex. Vehicle Sales-1991
- Secretaries, General-1993
- Secretaries, Legal-1994
- Secretaries, Medical-1994
- Security Guards (see Guards/Watch Guards-1992)
- Service Station Attendants-Limited 1993
- Sheet Metal Workers-1994
- Small Engine Specialists-1994
- Social Workers-1993 (also see Human Service Workers-1995)
- Social Workers, Medical & Psychiatric-1995
- Stock Clerks, Stockroom, Warehouse or Storage Yard-1992
- Substance Abuse Counselors (see Social Workers, Medical & Psychiatric-1995)
- Teachers, Kindergarten-1993
- Teachers, Preschool-1993
- Teachers & Instructors-Vocational Education & Training-1993
- Tellers-Limited 1992
- Tire Repairers & Changers-1994
- Truck Drivers, Heavy or Tractor Trailer-1992
- Truck Drivers, Light-1993
- Typists-1991
- Utility Line Tree Trimmers-Limited 1994
- Vocational & Educational Counselors-1993
- Waiters & Waitresses-1991
- Water & Liquid Waste Treatment Plant & System Operators-1993
- Welders and Cutters-1991
- Welfare Eligibility Workers-Limited 1993

AUTOMOTIVE MECHANICS

OES Code: 853020

14 Firms Responding
65 Jobs Represented

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

SIZE OF OCCUPATION

Very Large (more than 358 workers)

REQUIREMENTS

Training and Experience

All responding employers report that recent hires have at least a high school or equivalent education and some have completed college-level training or earned an A.A. degree. Most responding employers always require 6-36 months previous experience in a related occupation. Many employers require 12-24 months vocational training and Smog, Brake and ASE certification(s). Many will sometimes consider training as a substitute for work experience.

Qualifications - Very Important: Ability to implement safe work practices; ability to stand continuously for 2 or more hours; ability to work independently; possession of valid California driver's license; verbal communication skills; ability to repair brakes; ability to tune up engines; clean DMV driving record; ability to lift at least 50 lbs.; ability to work rapidly; ability to perform basic mathematical calculations; English grammar and spelling skills; ability to operate electronic automotive diagnostic equipment; ability to repair emission controls; ability to work under close supervision; willingness to participate in drug testing; ability to repair vehicle heaters; writing skills; ability to repair vehicle air conditioners; ability to repair fuel injections systems; certification in Auto Service Excellence (ASE); ability to do strenuous, physically demanding work; front-end alignment skills; ability to repair carburetors; ability to lift at least 100 lbs.; certified in auto air conditioning maintenance and repair.

Moderately Important: ability to pass a pre-employment medical examination; possession of a Brake Check certificate; and certified as a Smog Control Mechanic.

Other: Computer familiarity; database software knowledge.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.50 - 8.75	\$ 7.00
New Hires, experienced	\$ 6.50 - 15.00	\$10.50
Experienced, 3 yrs with firm	\$ 8.50 - 19.00	\$13.50

Some employers pay commission only.

Fringe Benefits

Most responding employers offer medical insurance, paid vacation and life insurance to full-time employees; many also offer retirement plans and dental insurance; some also offer vision insurance and paid sick leave.
(Summer, 1995)

SUPPLY/DEMAND

Fully experienced and qualified applicants: Employer demand is somewhat greater than the supply. Employers may have some difficulty finding qualified applicants at times.

Inexperienced applicants (trained or untrained): Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

EMPLOYMENT TRENDS

Faster than average growth (1.9% annually).

AUTOMOTIVE MECHANICS

OTHER INFORMATION

New/Emerging Skills: Smog repair, licensed air conditioning repair, electronics, advanced automotive training, computer diagnostics, computerized alignment. **Skills Becoming Obsolete:** adjusting cars "by ear"; carburetor repair; general mechanical and alignment skills.

Career Ladder: Untrained beginners usually start as trainee mechanics, helpers, lubrication workers, or gasoline service station attendants and gradually acquire skills by working with experienced mechanics and taking courses, usually taking 1-2 yrs. to reach journey-level. Trained applicants may promote to journey level after only a few months on the job, but it may take 1-2 years more to become thoroughly experienced. Promotional opportunities are limited although experienced mechanics with leadership ability may advance to shop supervisor, service advisor, assistant manager or manager. Mechanics who work well with customers may become automotive repair service estimators. Some with sufficient funds and skills open independent repair shops.

Hours

Most positions are full-time, 40 hrs/wk
Some part-time positions, avg 15 hrs/wk

Major Employing Industries

Motor Vehicle Dealers (SIC 5511); General Automotive Repair Shops (SIC 7538); Gasoline Service Stations (SIC 5541).

Local Considerations

This occupation is commonly found throughout all five counties. There is less demand for smog certification in Lake County because of limited auto smog testing requirements.

Dictionary of Occupational Titles Codes

620.261-010 Automobile Mechanic
620.281-026 Brake Repairer
620.281-038 Front-end Mechanic
620.281-062 Transmission Mechanic
620.281-066 Tune-up Mechanic

California Occupational Guides

#24 Automobile Mechanic

Occupational Outlook Handbook

Automotive Mechanics, pg 338

Training Opportunities

Community Colleges

Butte College: Automotive Technology: ASE-certified courses offering General Automotive Certificate of Achievement (40 units/2-4 semesters); A.S. degree (60 units); and transfer program leading to B.S. degree in Transportation Services. Additional classes lead to Specialized Automotive Certificate(s): Automatic Transmission Specialist; Brake & Front-end Specialist; Engine Diagnosis & Repair Specialist; Engine Performance & Emission Controls; Air Conditioning Specialist; Electrical Specialist.

Mendocino College: Automotive Technology: Certificate of Achievement (21 units) & A.S. degree (60 units) prepares students for entry-level positions & advancement if already employed in this career field.

Yuba College: Automotive Technology: ASE-certified courses offering A.S. degree (62 units) and transfer program leading to B.S. degree. Specific classes lead to Certificate(s) of Completion or Training: Auto-Body & Paint; Auto-Tune-up/Driveability; Automotive Chassis; Master Mechanic; Small Engine Mechanics; Automotive Drive Trains; Automatic Transmission/Transaxle; Body Repair; Brakes; Electrical Systems; Engine Machining; Engine Performance; Engine Repair; Heating & Air Conditioning; Manual Drive Train & Axles; Painting & Refinishing; and Suspension & Steering.

Regional Occupational Programs

Glenn County ROP: Orland H.S.-Automotive Mechanics/Chassis; Willows H.S.-Advanced Auto.

Lake County ROP: Clear Lake H.S.-Auto Mechanics; Kelseyville H.S.-Auto Mechanics; Lower Lake H.S.-1)Automotive Repair, & 2)Automotive Certification; Upper Lake H.S.-Auto Mechanics.

Tri-County ROP (Colusa-Sutter-Yuba Counties): Live Oak H.S.-Auto Technology; Lindhurst H.S.-Automotive Services; Marysville H.S.-Auto Technology; Wheatland H.S.-Auto Technology; Yuba City H.S.-1)Auto Body Repair, 2)Auto Diagnosis & Tune-Up & 3)Auto Technology.

BILLING, COST, AND RATE CLERKS

OES Code: 553440

15 Firms Responding

58 Jobs Represented

DESCRIPTION

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also does not include workers who calculate charges for passenger transportation.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.50 - 8.25	\$ 6.75
New Hires, experienced	\$ 7.00 - 9.50	\$ 8.00
Experienced, 3 yrs with firm	\$ 9.00 -13.00	\$10.00

Fringe Benefits

All responding employers offer medical insurance and paid vacation to full-time employees; most also offer paid sick leave, dental insurance, retirement plans, vision insurance and life insurance; some also offer child care. Some employers also offer these benefits to part-time employees.

(Summer, 1995)

SUPPLY/DEMAND

Fully experienced and qualified applicants: Employer demand is considerably greater than the supply. Employers often cannot find qualified applicants when an opening exists.

Inexperienced applicants (trained or untrained): Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

SIZE OF OCCUPATION

Medium (83-165 workers)

REQUIREMENTS

Training and Experience:

Responding employers report that many recent hires have a high school or equivalent education; many have also completed college-level courses but do not have a degree. Most responding employers always require 12-24 months previous experience in a related occupation. Most will sometimes consider training as a substitute for work experience, but it is not generally considered a hiring requirement.

Qualifications - Very Important: English grammar & spelling skills; ability to write legibly; ability to read & follow written instructions; ability to follow oral instructions; ability to follow billing procedures; verbal communication skills; ability to interact well with others; public contact skills; ability to work independently; ability to work as part of a team; ability to perform basic math calculations; data entry skills; record keeping skills; telephone answering skills; ability to work under pressure; alpha-numeric filing skills; ability to operate office machines; ability to sit continuously for 2 hours; ability to work rapidly; ability to operate 10-key adding machine by touch; ability to write effectively; bookkeeping skills; knowledge specific to industry; ability to pass pre-employment medical exam; willingness to work overtime; willingness to participate in drug testing; ability to work under close supervision; ability to lift 10 lbs.; willingness to work part-time. **Moderately Important:** willingness to work part-time.

Other: Database, spreadsheet and word processing software skills and knowledge.

EMPLOYMENT TRENDS

Slower than average growth (0.6% annually)

BILLING, COST, AND RATE CLERKS

OTHER INFORMATION

Common Job Titles: Account Clerk, Account Representative, Accounting Associate, Accounts Receivable/Accounts Payable Representative or Clerk, Billing/Collection Clerk, Medical Insurance Billing Clerk, Bookkeeper.

New/Emerging Skills: ability to use personal computers and adapt to changing hardware and software. Medical insurance billing clerks must keep up with constantly changing Medicare regulations.

Becoming Obsolete: mainframe computer systems.

Career Ladder

Most positions are entry-level. Advancement may occur through a set plan, i.e. Clerk I to II, III, etc. or by taking on more duties in the same occupation with higher pay. Others may advance to closely related occupations or to supervisor or manager positions.

Hours

Most positions are full-time, 40-hrs/wk; some part-time positions.

Major Employing Industries

Publishing & Printing (SIC 2711-2741); Local Trucking with Storage (SIC 4214); Radio Broadcasting Stations (SIC 4832); Cable/Pay TV Services (SIC 4841); Medical, Dental, Hospital Equip. & Supplies (SIC 5047); Hotels & Motels (SIC 7011); Offices/Clinics of Doctors (SIC 8011) and Dentists (SIC 8021); Skilled Nursing Facilities (SIC 8051); General Medical & Surgical Hospitals (SIC 8062)

Dictionary of Occupational Titles Codes

210.382-014 Bookkeeper I
210.382-018 Bookkeeper II
216.482-010 Accounting Clerk
214.362-022 Medical Insurance Billing Clerk

California Occupational Guides

#26 Bookkeeping, Accounting & Auditing Clerks

Occupational Outlook Handbook

Billing Clerks, pg 279

Training Opportunities

Community Colleges

Butte College: Business: Office Information Systems-Certificate of Achievement (32 units); AS degree (60 units).

Mendocino College: Business Office Technology: General-Certificate of Achievement (28.5-29.5 units); Business: Accounting-AS degree (60 units).

Yuba College: Business: Clerical-Certificate of Training (17 units); Computer Applications-Certificate of Training (15 units); Accounting AS degree (62 units).

Regional Occupational Programs

Glenn County ROP: Orland H.S.-Office Procedures; Hamilton H.S.-Office Training, Computer Assisted Applications & Advanced Computer Applications; Princeton H.S.-Office Education in Data and Text Processing; and Willows H.S.-Office Training and Computer Applications I and II.

Lake County ROP: Clear Lake H.S.-Office/Business Skills and Word Processing; Lower Lake H.S.-Computer Applications; Kelseyville H.S.-Computer Operator; Middletown H.S.-Office Procedures.

Tri-County ROP (Colusa, Sutter & Yuba Counties): Boyd St., Yuba City-Office Education Lab; CTEC-Accounting Principles and Practice, Applied Finance, Business Communications, Medical Office Services, Office Education Lab; Colusa Co. CTC-Office Education Lab; Colusa H.S.-Computer Applications, Computer-Assisted Accounting; Live Oak H.S.-Computer Applications, Computer-Assisted Accounting; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Maxwell H.S.-Computer Assisted Accounting; Pierce H.S.-Office Education Lab; Sutter H.S.-Computer Applications, Computer Assisted Accounting; Wheatland H.S.-Computer Applications; Yuba City H.S.-Computer Applications & Computer-Assisted Accounting.

COURT REPORTERS/SHORTHAND REPORTERS

DOT Code: 202.362-010

8 Firms Responding
47 Jobs Represented

DESCRIPTION

Court Reporters/Shorthand Reporters record all statements made at trials, hearings, or meetings in order to furnish an official written record. On request, they frequently read aloud portions of their transcript to clarify statements. Reporters may use several methods to prepare an official record such as a computer-aided transcription system, a dictating machine plus a typist or use a transcriber. Reporters may be self-employed.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 9.50 -13.75	\$10.00
New Hires, experienced	\$11.50 -15.50	\$13.25
Experienced, 3 yrs with firm	\$14.50 -19.25	\$16.50

These wages reflect earnings of regular employees averaged with annual income earned by contractors. Most firms use independent contractors. Some workers earn hourly wages for recording plus pay per page for transcribing/producing reports.

Fringe Benefits - Firms that use independent contractors typically offer no benefits. Most firms with regular employees offer medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, paid vacation and retirement plans to full-time employees. (Summer, 1995)

SUPPLY/DEMAND

Supply is somewhat greater than the demand; job seeking may be competitive for experienced applicants. Supply is considerably greater than demand for inexperienced applicants (trained or untrained), creating a very competitive job market for job seekers.

SIZE OF OCCUPATION

Small (less than 83 workers)

EMPLOYMENT TRENDS

Slow Decline (-0.3% annual decline)

REQUIREMENTS

Training and Experience

Responding employers report most recent hires have completed college-level training but have no degree, and some have a AA or BA degree. Most firms usually require 24 months work experience in a related occupation and varying amounts of experience as a Certified Court Reporter, but will sometimes consider training as a substitute for work experience. 3-4 years vocational training and Certification from the California Shorthand Reporters Board is required by most firms.

Qualifications - Very Important: English grammar, spelling & punctuation skills; listening skills; ability to use a transcribing machine; ability to work rapidly; ability to use a computer terminal; ability to understand English spoken with foreign accents; ability to work independently; clean police record; ability to read & follow instructions; proofreading skills; ability to complete reports in a timely fashion; ability to take dictation at 200 wpm or more; ability to work as part of a team; verbal communication skills; ability to type at least 60 wpm with accuracy; willingness to work on-call; ability to sit continuously two or more hours; ability to write legibly; willingness to work overtime; certificate from Calif. Shorthand Reporters Board; willingness to work part-time; willingness to work nights; ability to write effectively; ability to lift at least 10 lbs.; alpha-numeric filing skills; willingness to work weekends and/or holidays; ability to work under close supervision; and the ability to pass a pre-employment medical exam.

Moderately Important: Willingness to work temporary or seasonal; possession of National Shorthand Reporters Certificate; possession of AMT Certificate in Medical Transcription; and willingness to participate in drug testing.

Other: knowledge and ability to use computerized reporting software, computer aided transcription systems and spreadsheet programs; ability to provide and use own reporting/transcribing equipment including computer-aided transcription equipment and software; sufficient skill level to report/transcribe using computer aided transcription software.

COURT REPORTERS/SHORTHAND REPORTERS

OTHER INFORMATION

New/Emerging Skills: "Real-time" reporting & writing. **Obsolete Skills:** Dictating reports.

Career Ladder

Proofreaders or Scopists help Reporters edit transcripts; this work requires writing/editing skills and/or a background in English, e.g., teacher, journalist, editor, author, writer or someone who has completed court reporter training but has not yet achieved certification. Beginning Reporters may qualify for jobs requiring basic skills while more difficult jobs are assigned to Reporters with advanced skill level. Advancement may occur through a set plan, i.e. Court Reporter I to II, III, etc. or by taking on more difficult assignments for higher pay.

Hours

Most positions are temporary on-call with short-term assignments. Generally, reporting occurs in court or at offices (5-25 hrs/wk). Transcripts are prepared elsewhere, taking at least as long as the reporting part and more, depending on the difficulty of the job.

Major Employing Industries

Secretarial & Court Reporting Services (SIC 7338); Personnel/Help Supply Services (SIC 7363); Legal Services (SIC 8111); Local Government (SIC 9030); Public Order & Safety, not elsewhere classified (SIC 9229).

Local Considerations

Demand for Court Reporters in the valley region is greater than in Lake County. Workers employed as independent contractors may travel to work on assignments throughout surrounding counties.

Dictionary of Occupational Titles Codes

202.362-010 Court Reporter or Shorthand Reporter
209.387-030 Proofreader

California Occupational Guides

162 Shorthand Reporters & Court Reporters

Occupational Outlook Handbook

Court Reporters, pg 287

Training Opportunities

Community Colleges

Butte College: Business - Court Reporting program (3-4 yrs); prepares students for the Certified Shorthand Reporter's (CSR) Licensing Examination and work as a court or free-lance reporter. Court Reporting Certificate of Achievement (67 units), Skill Equivalency course series (30 units), AS Degree in Court Reporting (73 units). Scope Operations/Note Reading Certificate of Achievement (12 units), Scope Operations/Note Reading AS degree (60 units).

Mendocino College: Business Office Technology-Legal Certificate of Achievement (29 units).

Yuba College: Business-Legal Office Skills Certificate of Completion (29 units); AS degree (62 units).

Regional Occupational Programs

Glenn County ROP: Orland H.S. - Office Procedures; Hamilton H.S. - Office Training, Computer Assisted Application & Advanced Computer Application; Princeton H.S.-Office Education in Data & Text Processing; & Willows H.S. - Office Training & Computer Applications I & II.

Lake County ROP: Clear Lake H.S. - Office/Business Skills & Word Processing; Lower Lake H.S. - Computer Applications; Kelseyville H.S. - Computer Operator; Middletown H.S. - Office Procedures.

Tri-County ROP (Colusa, Sutter & Yuba Counties): Boyd St., Yuba City-Office Education Lab; CTC-Business Communications, Office Education Lab; Colusa Co. CTC-Office Education Lab; Colusa H.S., Wheatland H.S., Yuba City H.S. & Live Oak H.S.-Computer Applications; East Nicolaus H.S.-Word Processing; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office Education Lab; Sutter H.S.-Computer Applications & Word Processing.

DENTAL HYGIENISTS

OES Code: 329080

16 Firms Responding
32 Jobs Represented

DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$30.00 -30.00	\$30.00
New Hires, experienced	\$30.00 -39.50	\$32.00
Experienced, 3 yrs with firm	\$32.00 -39.50	\$34.50

Some firms pay commissions based on production (10-50% of fees) with bonuses for exceeding goals.

Fringe Benefits: Many firms offer medical insurance and paid vacation to full-time employees; some also offer paid sick leave, dental insurance (or in-house care), life insurance and retirement plans. Many firms offer paid sick leave and vacation to part-time employees; some also offer medical insurance, dental insurance (or in-house care) to part-time employees.

(Summer, 1995)

SUPPLY/DEMAND

Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

SIZE OF OCCUPATION

Small (less than 83 workers)

EMPLOYMENT TRENDS

Much Faster Than Average (2.8% annual growth)

REQUIREMENTS

Training and Experience

Responding employers report that recent hires have completed 2-4 four years formal education in an accredited dental hygiene program with a B.S. or A.S. degree in Dental Hygiene or Registered Dental Assisting. All recent hires have passed a licensing exam and possess a dental hygiene certificate, a legally-required condition of employment in the State of California. Many employers usually require 1-2 years of prior dental hygiene experience, but sometimes consider licensed applicants with less experience.

Qualifications - Very Important: Verbal communication skills; ability to instruct patients in oral hygiene; public contact skills; ability to practice patience with children; high standards of personal cleanliness; ability to work as part of a team; English grammar and spelling skills; possession of Radiation Safety Certificate; knowledge of anesthesiology; knowledge of good diet and nutrition; ability to work rapidly; ability to sit continuously 2 or more hours; ability to work independently; record keeping skills; writing skills; ability to work under close supervision; willingness to work part-time; ability to perform or assist with dental procedures; ability to perform basic math calculations.

Moderately Important: Ability to pass a pre-employment medical exam; ability to follow laboratory procedures; supervisory skills; willingness to participate in drug testing; willingness to work on-call; willingness to work temporary or seasonal.

New/Emerging Skills: Computer skills and x-ray skills in Panorex.

DENTAL HYGIENISTS

OTHER INFORMATION

Career Ladder

This is an entry-level position for those with the appropriate vocational training and license. Very few promotional opportunities exist for Dental Hygienists. Many are self-employed independent contractors.

Hours

Most positions are part-time, avg. 16 hr./wk
Many full-time positions, avg. 32 hr./wk

Major Employing Industries

Offices and Clinics of Dentists (SIC 8021)

Training Opportunities

No specific local programs. See Training Directory for listing of California Accredited Dental Hygiene Schools.

Licensing Information

Committee on Dental Auxiliaries, 1428 Howe Ave., Suite 58, Sacramento, CA 95825, (916) 263-2595. Requires graduation from an ADA-accredited dental hygiene program. Application fee \$20, Performance Exam \$155 (given twice annually); Renewal \$40 (every 2 years).

Local Considerations

Opportunities are available throughout all five counties. Employers in more rural areas seem to find it especially difficult to attract experienced Hygienists.

Dictionary of Occupational Titles Codes

078.361-010 Dental Hygienists

California Occupational Guides

#155, Dental Hygienists

Occupational Outlook Handbook

Dental Hygienists, pg. 205

North Central Counties, 1995

DESKTOP PUBLISHING - GRAPHIC DESIGNERS

DOT Code: 979.382-999

5 Firms Responding

9 Jobs Represented

DESCRIPTION

Desktop Publishing-Graphic Designers use desktop publishing software to lay out pages, select size and style of type, and enter text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

REQUIREMENTS

Training and Experience

Responding employers report most recent hires have at least a high school or equivalent education; many also completed college-level courses but have no degree. Most employers prefer 1-2 years previous experience in a related occupation, but will sometimes consider training as a substitute for part of the work experience. Competency in various computer programs is a condition of employment.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 -13.25	\$ 7.00
New Hires, experienced	\$ 6.50 -13.75	\$ 9.25
Experienced, 3 yrs with firm	\$ 8.00 -14.50	\$12.00

Fringe Benefits

Most responding employers offer paid vacation, medical insurance and life insurance to full-time employees; many also offer paid sick leave and some offer dental insurance, vision insurance and retirement plans. (Summer, 1995)

SUPPLY/DEMAND

Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

SIZE OF OCCUPATION

Small (less than 83 workers)

EMPLOYMENT TRENDS

Slower Than Average (0.7% annual growth)

Qualifications - Very Important: Ability to read and follow instructions; ability to use desktop publishing & graphics software, e.g., Pagemaker, Freehand, MS Word, Adobe Illustrator, Photoshop, Printshop, QuarkXpress, MS Publisher, CA Crickett Presentations, Omniscan, Wordperfect, Coreldraw, Filemaker Pro, MYOB; ability to sit continuously 2 or more hours; ability to work rapidly with accuracy; ability to meet deadlines; ability to work independently; ability to work under pressure; ability to work as part of a team; verbal communication skills; proofreading skills; imagination and creativity; English grammar, spelling and punctuation skills; ability to pass a pre-employment medical exam; manual dexterity; good color perception; graphic arts skills; ability to perform basic math calculations; layout and detail skills; ability to write and edit effectively; ability to lift at least 10 lbs; ability to interview others for information; ability to work under close supervision; willingness to work nights and/or weekends; willingness to work overtime.

Moderately Important: freehand drawing skills; lithographic camera work skills; computer assisted design (CAD) skills; ability to lift at least 50 lbs; willingness to work part-time; willingness to work on-call, temporary or seasonal; ability to create cartoons.

Other: spreadsheet, word processing and database software skills.

Emerging Skills: working with digital systems.

DESKTOP PUBLISHING - GRAPHIC DESIGNERS

OTHER INFORMATION

Common Job Titles

Computer Graphics Designer, Imagesetter Operator, Digital Pre-Press Operator, Typesetter, Paste-up Worker, Administrative Assistant/Desktop Publishing Secretary.

Career Ladder

Most positions are entry-level with few opportunities for advancement. Workers in clerical positions may take on desktop publishing tasks with higher pay. Advancement to lead worker or shop manager may be available to qualifying workers.

Hours

Most positions full-time 40 hrs/wk; some part-time.

Dictionary of Occupational Titles Codes

979.382-026 Computer Typesetter-Keyliner
203.382-030 Word Processing Machine Operator
141.061-018 Graphic Designer
979.282-010 Electronic Prepress System Operator

California Occupational Guides

4 Commercial Artists - Graphic Designers
20 Typists and Word Processing Technicians
#2006 (Emerging Occupations) Professional Occupations in Multimedia - Graphic Designers

Occupational Outlook Handbook

Pre-press Workers, pg. 415
Typists, Word Processors, Data-entry Keyers, pg 292

Local Considerations

There are few jobs in this occupation locally, however the demand for this skill is beginning to emerge and grow, particularly in Lake, Sutter and Yuba counties. In some offices desktop publishing tasks are performed by secretaries or administrative assistants with advanced personal computer skills. In other situations, these tasks are performed by self-employed business owner/operators. Responding employers report that most hires in this occupation during 1995 filled newly-created positions resulting from business expansion and continued industry growth is anticipated over the next three years.

Training Opportunities

Community Colleges

Butte College: Fine Arts: Graphic Design for Print-Career Program (51 units); AA degree/transfer program (60 units).

Mendocino College: Computer Applications: Graphics/Presentation-Certificate of Achievement (24 units).

Yuba College: Business: Computer Applications-Certificate of Training (15 units).

Regional Occupational Programs

Glenn County ROP: Hamilton Union H.S.-Desktop Publishing on Apple, Computer Assisted Application & Advanced Computer Application; Willows H.S.-Desktop Publishing on PC & Mac, & Computer Applications I & II; Orland H.S.-Graphic Arts Princeton H.S.-Office Education in Data & Text Processing.

Lake County ROP: Clear Lake H.S.-Word Processing & Graphic Communications; Lower Lake H.S.-Computer Applications & Desktop Publishing; Kelseyville H.S.-Computer Operator; Middletown H.S.-Desktop Publishing.

Tri-County ROP (Colusa, Sutter & Yuba Counties): CTC-Word Processing; Colusa Co. CTC-Office Education Lab; Colusa H.S.-Computer Applications & Graphic Communications; Live Oak H.S.-Computer Applications; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office Education Lab; Sutter H.S. & Wheatland H.S.-Computer Applications & Word Processing; Yuba City H.S.-Computer Applications & Word Processing.

Major Employing Industries

Commercial Printing (SIC 2752); Typesetting Services (SIC 2791); Direct Mail Advertising (SIC 7331); Commercial Art/Graphic Design (SIC 7336); Secretarial Services (SIC 7338); Public Relations Services (SIC 8743); Schools & Colleges (8211-8222).

North Central Counties, 1995

FOOD PREPARATION WORKERS

OES Code: 650380

10 Firms Responding
143 Jobs Represented

DESCRIPTION

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

WAGES & BENEFITS

Hourly Wages	Range	Median
Union Employers		
New Hires, no experience	\$ 5.75 - 7.25	\$ 6.55
New Hires, experienced	\$ 5.75 - 7.25	\$ 7.00
Experienced, 3 yrs with firm	\$ 6.50 - 8.75	\$ 7.25
Non-Union Employers		
New Hires, no experience	\$ 4.50 - 6.50	\$ 5.00
New Hires, experienced	\$ 5.00 - 7.00	\$ 5.50
Experienced, 3 yrs with firm	\$ 5.50 - 9.00	\$ 7.00

Some restaurant workers also receive a percentage of monthly tips, given to each person according to number of hours worked. (Summer 1995)

Fringe Benefits

Most responding employers offer paid vacation, medical insurance, dental insurance and vision insurance to full-time workers; many also offer paid sick leave, life insurance and retirement plans. Some employers also offer paid vacation and sick leave, life insurance, retirement plans, medical, dental and vision insurance to part-time employees. (Summer, 1995)

EMPLOYMENT TRENDS

Much Faster Than Average (2.4% annual growth)

SIZE OF OCCUPATION

Very Large (more than 358 workers)

REQUIREMENTS

Training and Experience

All responding employers report recent hires have a high school or equivalent education. Many employers prefer 6-12 months work experience in a related occupation but will usually consider training as a substitute. Some employers prefer 6-months training in sanitation, health codes & safety, but training is not considered a hiring requirement.

Qualifications - Very Important: high standards of personal cleanliness; ability to work independently; ability to perform routine, repetitive work; ability to work rapidly; ability to lift at least 10 lbs; ability to stand continuously two or more hours; ability to work as part of a team; ability to handle multiple food orders in a timely fashion; knowledge of sanitary work environment; sandwich making skills; salad making skills; verbal communication skills; willingness to work part-time; ability to do strenuous, physically demanding work; ability to work under close supervision; ability to pass pre-employment medical exam; ability to lift at least 50 lbs; willingness to work weekends; English grammar and spelling skills; writing skills; ability to perform basic math calculations; certified as a food handler; willingness to work on-call; willingness to work overtime; willingness to participate in drug testing; willingness to work nights. **Moderately Important:** Ability to operate a cash register; willingness to work temporary or seasonal; ability to lift at least 100 lbs; ability to sit continuously two or more hours.

SUPPLY/DEMAND

Demand is somewhat greater than the supply of applicants. Employers may have some difficulty finding qualified applicants at times, both experienced and inexperienced (trained or untrained).

FOOD PREPARATION WORKERS

OTHER INFORMATION

Common Job Titles

Line Cook, Deli Helpers, Kitchen Prep, Fry Cook, Side Cook, Salad Prep Cook, Prep Cook, Diet Aide, Cook I, Cafeteria Helper, Cafeteria Assistant.

New/Emerging Skills: Customer service, computer point of service, marketing, increased contact with residents (in hospital food service environment), computer skills.

Obsolete Skills: Cooking from scratch.

Career Ladder

This is an entry-level position that is usually learned on the job and from which workers are frequently promoted. After acquiring basic food handling, preparation, and cooking skills, workers may advance to assistant cook, short-order cook, lead grill cook, line cook, wait staff, or dietary aide, but many years of training and experience are necessary to achieve the level of skill required of an executive chef or manager in a fine restaurant. Even though a high school diploma is not required for beginning jobs, it is recommended for those planning a career as a cook or chef. High school or vocational school courses in business arithmetic and business administration are particularly helpful. School cafeteria helpers who participate in on-the-job training and summer workshops may qualify for promotion to a cook position when there is an opening.

People who have had courses in commercial food preparation may be able to start in a cook or chef job without having to spend time in a lower skilled kitchen job, and they may have an advantage when looking for jobs in better restaurants and hotels, where hiring standards often are high.

Hours

Most positions are full-time 32-40 hrs/wk. Some part-time positions, 14-32 hrs/wk.

Major Employing Industries

Machinery, Equipment & Supply Manufacturers (SIC 5084); Grocery Stores (SIC 5411); Eating Places (SIC 5812); Hotels and Motels (SIC 7011); Skilled Nursing Care Facilities (SIC 8051); Elementary and Secondary Schools (SIC 8211).

Training Opportunities

Community Colleges

Butte College: Food Service Management-Certificate of Achievement options: Dietary Service Supervisor (28 units) and School Food Service Management (28 units); AS degree with Food Service Management major (62 units). Transfer programs for continuation at a four-year university in: 1) Food Administration and 2) General Dietetics.

Yuba College: Food Services Management-Certificate of Training (21 units); AS degree (62 units).

Regional Occupational Programs

Tri-County ROP (Colusa, Sutter & Yuba Counties): Colusa H.S., East Nicolaus H.S., Marysville H.S., Sutter H.S., & Eighth Street, Marysville - courses in Food Technology.

Local Considerations

This occupation is widespread across all five counties.

Dictionary of Occupational Titles Codes

318.687-010 Kitchen Helper

313.361-014 Cook (hotel & restaurant)

California Occupational Guides

#331 Kitchen Helpers

#366 Short Order Cooks

93 Cooks and Chefs

#523 Dining Room Attendants

42 Waiters/Waitresses

#330 Occupations in Industrial Baking

Occupational Outlook Handbook

Chefs, Cooks & Other Kitchen Workers, pg. 305

GENERAL OFFICE CLERKS

OES Code: 553470

17 Firms Responding
59 Jobs Represented

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

WAGES & BENEFITS

Hourly Wages	Range	Median
Union Employers		
New Hires, no experience	\$ 5.00 - 8.75	\$ 6.75
New Hires, experienced	\$ 8.50 - 9.00	\$ 8.75
Experienced, 3 yrs with firm	\$ 9.25 - 9.75	\$ 9.55
Non-Union Employers		
New Hires, no experience	\$ 4.50 - 9.50	\$ 6.00
New Hires, experienced	\$ 6.25 - 10.25	\$ 8.00
Experienced, 3 yrs with firm	\$ 7.00 - 12.00	\$ 9.50

Fringe Benefits

Most responding employers offer paid vacation, medical insurance, dental insurance, paid sick leave, retirement plans, vision insurance and life insurance to full-time employees. Some employers offer these benefits to part-time employees(Summer, 1995)

SUPPLY/DEMAND

Supply of applicants (both experienced and inexperienced, trained or untrained) is somewhat greater than demand; applicants may experience competition in job seeking.

SIZE OF OCCUPATION

Very Large (more than 359 workers)

REQUIREMENTS

Training and Experience

Responding employers report most recent hires have at least a high school or equivalent education and some have completed college-level courses or have an associate degree. Many employers usually require 12-24 months previous work experience in a related occupation. Most employers will sometimes consider vocational training as a substitute for experience, but it is not generally considered a hiring requirement.

Qualifications - Very Important: ability to read and follow written instructions; ability to prioritize tasks and meet deadlines; verbal communication skills; listening skills; English grammar, spelling and punctuation skills; telephone answering skills; record keeping skills; proofreading skills; ability to work independently; ability to work as part of a team; ability to write legibly; public contact skills; ability to operate office machines; ability to perform routine, repetitive work; problem solving skills; ability to sit continuously 2 or more hours; ability to work rapidly; ability to type at least 40 wpm with accuracy; knowledge of alpha-numeric filing systems; ability to perform basic math calculations; ability to write effectively; ability to work under close supervision; manual dexterity; willingness to participate in drug testing.

Moderately Important:. willingness to work overtime; ability to lift at least 10 lbs; willingness to work part-time; willingness to work temporary or seasonal.

Other: most responding employers seek word processing skills and many also seek varying levels of spreadsheet, database and desktop publishing skills.

EMPLOYMENT TRENDS

Slower Than Average (1.1% annual growth)

GENERAL OFFICE CLERKS

OTHER INFORMATION

Common Job Titles: Clerk, General Aide, Office Assistant, Administrative Clerk Typist, Receptionist.

New/Emerging Skills: expanded knowledge of personal computers and software applications, e.g. database, spreadsheet (Lotus 123, Excel), desktop publishing; in-depth problem solving; coordinating and managing. **Becoming Obsolete:** shorthand dictation/ stenography, typewriter, filing, microfilm/microfiche.

Career Ladder

Varied levels of skill are required for this classification, from simple routine operations to analyzing and solving complex problems. Generally, versatile workers with good clerical skills who can follow directions and work independently as part of a team are good candidates for promotion. Advancement may occur through a set plan, e.g., Clerk I to II, III, etc. or by taking on more duties in the same occupation with higher pay. Workers with strong communication, interpersonal, and analytical skills may be promoted to supervisory positions.

Hours

Most positions are full-time, 40hrs/wk.
Some part-time positions, 20hrs/wk.
Some temporary positions.

Major Employing Industries

Insurance Companies (SIC 6324), Elementary and Secondary Schools (SIC 8211), Local Government (SIC 9030)

Dictionary of Occupational Titles Codes

209.562-010 General Clerk
219.362-010 Administrative Clerk

California Occupational Guides

#295 Clerk, General Office

Occupational Outlook Handbook

General Office Clerks, pg. 263

Training Opportunities

Community Colleges

Butte College: Business: Office Information Systems-certificates of achievement: Office Assistant (32 units); Legal Office Assistant (37 units); Medical Front Office Assistant (36 units); AS degree (60 units). Computer Science-certificates of achievement: Business Information Systems (25 units); Microcomputer Applications (23 units); AS degree (60 units).

Mendocino College: Business Office Technology-certificates of achievement: General (28.5-29.5); Legal (29 units); Medical (30 units); Word Processing Specialist (28.5 units); Shorthand (6-8 units). Computer Applications- certificates of achievement: Office Environment (24 units); Graphics/Presentation (24 units).

Yuba College: Business-certificates of training: Clerical (17 units), Business Computer Applications (15 units); certificates of completion: Administrative Secretary (31 units), Legal Office Skills (29 units), Medical Office Skills (30 units), Word Processing (30 units), Office Skills Retraining (13 units).

Regional Occupational Programs

Glenn County: Orland H.S.-Office Procedures; Hamilton H.S.-Office Training, Computer Assisted Application & Advanced Computer Application; Princeton H.S.-Office Education in Data & Text Processing; & Willows H.S.-Office Training & Computer Applications I & II.

Lake County: Clear Lake H.S.-Office/Business Skills & Word Processing; Lower Lake H.S.-Computer Applications; Kelseyville H.S.-Computer Operator; Middletown H.S.-Office Procedures.

Tri-County ROP (Colusa, Sutter & Yuba Counties): Boyd Street, Yuba City-Office Education Lab; CTEC-Business Communications, Medical Office Services, Office Education Lab; Colusa County CTC-Office Education Lab; Colusa H.S.-Computer Applications; Live Oak H.S.-Computer Applications; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office Education Lab; Sutter H.S.-Computer Applications; Wheatland H.S.-Computer Application; Yuba City H.S.-Computer Applications.

HOME HEALTH CARE WORKERS

OES Code: 660110

8 Firms Responding
74 Jobs Represented

DESCRIPTION

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 4.25 - 8.50	\$ 6.50
New Hires, experienced	\$ 4.75 - 9.00	\$ 7.00
Experienced, 3 yrs with firm	\$ 5.00 -10.00	\$ 8.25

Fringe Benefits

Most responding employers offer medical insurance, dental insurance, paid sick leave, paid vacation, life insurance and retirement plans to full-time employees; many also offer vision insurance and some also offer child care. Many employers also offer these benefits to part-time employees.
(Summer, 1995)

SUPPLY/DEMAND

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

EMPLOYMENT TRENDS

Much Faster Than Average (7.9% annual growth)

SIZE OF OCCUPATION

Medium (83 - 165 workers)

REQUIREMENTS

Training and Experience

Responding employers report most recent hires have at least a high school or equivalent education and some have completed post-secondary courses but have no degree. Most employers usually require 6-12 months experience in a related occupation plus 6-12 months vocational training with proficiency certification, e.g., Certified Home Health Aide (CHHA), Certified Nursing Assistant (CNA) and Cardio-Pulmonary Resuscitation (CPR). Most responding employers will sometimes consider training as a substitute for work experience.

Qualifications

Very Important: ability to read and follow instructions; ability to write legibly; verbal communication skills; knowledge of geriatric care; ability to apply transferring techniques moving patients; possession of valid California driver's license; possession of a reliable, insured vehicle; sympathetic attitude towards patients; high standards of personal cleanliness; ability to work independently; ability to work as part of a team; ability to handle crisis situations; bondable; good vision; listening skills; certified to perform CPR; ability to prepare patients' meals; knowledge of good nutrition; ability to pass a pre-employment medical exam; ability to stand continuously 2 or more hours; ability to take vital signs; willingness to work nights and/or weekends; willingness to work part-time; willingness to work overtime; Home Health Aide Certificate issued by State Dept. of Health Services; ability to perform basic math calculations; ability to write effectively; Certified Nurse Assistant qualification; ability to work under close supervision.

Moderately Important: willingness to participate in drug testing.

New/Emerging Skills: dealing with HIV/AIDS; following government regulations for Medicare.

HOME HEALTH CARE WORKERS

OTHER INFORMATION

Common Job Titles: Certified Home Health Aide, Home Health Care Worker, Home Health Aide, Home Care Aide, Personal Care Aide, Respite Worker.

Career Ladder: The first step is to become a Certified Nursing Assistant (CNA), although job duties are distinctly different. Certified Home Health Aides (CHHAs) are supervised by Registered Nurses (R.N.s), who usually accompany aides to clients' homes only once or twice a month; CNAs have an R.N. somewhere in the building at all times. CHHAs may do shopping, meal prep, cleaning (laundry, dusting, etc.), childcare, and a number of other tasks CNAs don't do. Advancement for CHHAs is limited, although responding employers sometimes promote to File Clerk, Customer Service Representative, or LVN or RN with appropriate credentials.

Hours: Many full-time positions, 40 hrs/wk; many part-time, 20-24 hrs/wk; some on-call, 8-30 hrs/wk.

Major Employing Industries

General Medical & Surgical Hospitals (SIC 8062), Home Health Care Services (SIC 8082), Individual & Family Social Services (SIC 8322), Residential Care (SIC 8361), Insurance Services (SIC 6411)

Local Considerations: Majority of employment is in Lake, Sutter and Yuba counties. Most vacancies filled during 1995 were new positions resulting from growth and most responding employers anticipate an increasing need for Home Health Care Workers over the next three years as the number of patients receiving home care services continues to rise. Cost-cutting trends affecting health care industry standards will be a major factor, e.g., using less expensive allied health personnel to monitor patients in their homes rather than in hospitals. Growth in the private sector may be offset by a decline in public programs dependent upon state allocations from the Federal budget.

Dictionary of Occupational Titles Codes
354.377-014 Home Attendant

Occupational Outlook Handbook
Homemaker-home health aides, pg 322

Certification

Federal law requires certification for Home Health Aides working with Medicare patients. California's certification requirements include successful completion of a Dept. of Health-approved program including classroom and supervised practical training. For information about **voluntary national Homemaker-Home Health Aide certification**, contact: Foundation for Hospice and Homecare, 513 C Street, Washington, DC 20002-5809 Telephone (202) 547-6586, Fax (202) 546-8968.

Training Opportunities

Regional Occupational Programs

Glenn County ROP: Glenn Medical Center (classroom) & Willow View Convalescent Hospital (clinical)-Certified Nursing Assistant (270 hrs), Central ROP-Health Occupations.

Lake County ROP: Lake County Office of Education-Vocational Nursing & CNA Training; Kelseyville H.S. & Middletown H.S.-EMT-I.

Tri-County ROP (Colusa, Sutter & Yuba counties): Career Training & Education Center, Yuba City-Basic Patient Care, Home Care, Hospital/Community Health; Colusa County Career Training Center, Colusa-Hospital/Community Health Services; Marysville H.S.-Supportive Medical Services/Health.

Mendocino County ROP: Mendocino County Office of Education-9-week CNA Certification Program; four sessions per year. Ukiah Convalescent Hospital (classroom theory) and various acute-care facilities in Ukiah (hands-on).

Community Colleges

Yuba College: Nursing: Home Health Aide (total 6.5 units). 1) Nursing Assistant (CNA)-Certificate of Training (5 units); graduates of this program are eligible for admission to 2) Home Health Aide Course (1.5 units).

California Occupational Guides

461 Home Health Aides

#2002B (Emerging Occupations) Home Health Support

HUMAN SERVICE WORKERS

OES Code: 273080

7 Firms Responding
39 Jobs Represented

DESCRIPTION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 7.00	\$ 5.00
New Hires, experienced	\$ 5.00 - 13.50	\$ 9.00
Experienced, 3 yrs with firm	\$ 5.25 - 16.25	\$11.50

Fringe Benefits

Most responding employers offer paid sick leave, paid vacation and medical insurance to full-time employees; many also offer dental insurance, life insurance, retirement plans, and some also offer vision insurance and child care. Most responding employers offer paid sick leave and paid vacation to part-time employees; many also offer medical insurance, and some also offer dental insurance, life insurance, retirement plans and child care. (Summer, 1995)

SUPPLY/DEMAND

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

EMPLOYMENT TRENDS

Much Faster Than Average (5.0% annual growth)

SIZE OF OCCUPATION

Medium (83-165 workers)

REQUIREMENTS

Training and Experience

Responding employers report most recent hires have a bachelor's degree, some have completed college-level courses without achieving a degree, and some have a high school or equivalent education. Most responding employers usually require 12-24 months previous experience in a related occupation, but will sometimes consider training as a substitute for part of the work experience. Education requirements vary widely, but most responding employers prefer a bachelor's degree in counseling, social work or psychology with an internship of one year.

Qualifications - Very Important: listening skills; familiarity with local service resources; ability to identify problems; ability to work independently; ability to work as part of a team; verbal communication skills; ability to read and follow written instructions; organizational skills; record keeping skills; knowledge of protective services for children and adults; ability to apply complex rules and regulations; knowledge of treatment of substance abuse; knowledge of treatment of child abuse; English grammar, spelling and punctuation skills; ability to write legibly; knowledge of treatment of family violence; ability to interview others for information; willingness to work part-time or on-call; ability to facilitate group meetings; knowledge of treatment of emotional problems; ability to write effectively; ability to use a personal computer; ability to use eligibility determination procedures; ability to lift at least 10 lbs; ability to sit continuously 2 or more hours. **Moderately Important:** ability to work under close supervision; ability to perform basic math calculations; ability to stand continuously 2 or more hours.

New/Emerging Skills: advanced computer literacy, continuing education, keeping up with program changes.

HUMAN SERVICE WORKERS

OTHER INFORMATION

Common Job Titles

Pre-Release Coordinator, Mental Health Counselor II, Senior Mental Health Counselor, Family Service Worker, Case Manager, In-Home Chore Supervisor, Information and Assistance Clerk, Home-Delivered Meals Supervisor, House Staff, Client/Child Advocate, Outreach Worker, Infant Specialist, Program Supervisor.

Career Ladder

Experienced workers possessing appropriate education and licensing may be promoted through a set plan, e.g., Counselor II to III, IV, etc. or to supervisory or management positions within the same agency or firm.

Hours

Most positions are full-time, 35-40 hrs/wk; some part-time positions, 20-25hrs/wk.

Major Employing Industries

Insurance Services (SIC 6411), Psychiatric Hospitals (SIC 8063), Individual & Family Social Services (SIC 8322), Job Training & Vocational Rehabilitation Services (SIC 8331), Residential Care (SIC 8361), Noncommercial Research Establishments (SIC 8733), Local Government (SIC 9030), Correctional Institutions (9223)

Dictionary of Occupational Titles Codes

195.107-010 Caseworker
195.107-018 Caseworker, Family
195.107-022 Social Group Worker
195.107-026 Social Worker, Delinquency Prevention
195.164-010 Group Worker
195.367-010 Case Aide
195.367-014 Management Aide
195.367-034 Social Services Aide

California Occupational Guides

122 Social Workers
192 Probation Officers & Parole Agents
357 Recreation Workers

Occupational Outlook Handbook

Human Service Workers, pg 132

Training Opportunities

Community Colleges

Butte College: Social and Behavioral Science: AA degree (60 units); transfer major program available.

Mendocino College: Ethnic Studies: AS degree options-Alcohol & Other Drugs Studies or Family Relations/Child Development: Early Childhood Education (60 units); Psychology: AA degree (60 units); transfer programs available.

Yuba College: Human Services: AS degree (62 units); transfer program available. Family and Consumer Studies-Certificate of Training (20 units); AS degree (62 units).

Local Considerations

This occupation is commonly found throughout all five counties. Responding employers report most hires during 1995 filled new positions resulting from growth made possible by increased grant funding. Employment levels are expected to remain relatively stable over the next three years as many public service agencies continue to operate with fluctuating levels of funding. Employers report some programs may close due to anticipated federal budget cuts, while others are likely to expand or remain stable with continued or increased funding.

INSPECTORS, TESTERS, AND GRADERS-PRECISION

OES Code: 830020

7 Firms Responding
46 Jobs Represented

DESCRIPTION

Inspectors, Testers, and Graders-Precision perform precision inspecting, testing, and grading of parts, products, and equipment for defects, wear, and deviations from specifications. Most of these workers use precision measuring instruments and complex test equipment and hand tools and may make minor repairs. Does not include workers who combine inspection and testing with major repair work. (Includes Smog Test Mechanics)

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 7.00 -11.50	\$ 10.00
New Hires, experienced	\$ 9.00 -16.50	\$ 10.00
Experienced, 3 yrs with firm	\$10.00 -19.25	\$ 12.00

Fringe Benefits

Most responding employers offer medical insurance and paid vacation to full-time employees; many also offer life insurance and paid sick leave; some also offer dental insurance, vision insurance and retirement plans. (Summer, 1995)

SUPPLY/DEMAND

Experienced applicants: Demand is considerably greater than supply of applicants. Employers often cannot find qualified applicants when an opening exists. **Inexperienced applicants:** Demand is somewhat greater than the supply of applicants. Employers may have some difficulty finding qualified applicants at times.

EMPLOYMENT TRENDS

Slower Than Average (0.4% annual growth)

SIZE OF OCCUPATION

Small (less than 83 workers)

REQUIREMENTS

Training and Experience: Responding employers report most recent hires have at least a high school or equivalent education and some have also completed college-level courses without a degree. Most employers always require 12-36 months previous experience in a related occupation, but will sometimes consider vocational training as a substitute for part of the work experience. Possession of a California Smog License is a condition of employment for Smog Test Mechanics. This requires up to 24 months of college-level courses and passing the Bureau of Automotive Repair exam. Some employers also prefer certification in Auto Service Excellence (ASE).

Qualifications - Very Important: manual dexterity; ability to operate electronic diagnostic equipment; ability to operate circuit test equipment; ability to use hand tools; ability to interact well with others; product knowledge specific to industry (e.g. plastic parts, aircraft parts, sheet metal, electronic equipment, smog devices, motors, power supplies, etc.); ability to lift at least 10 lbs; problem solving skills; ability to work under pressure; ability to work independently; ability to work as part of a team; ability to operate precision measuring instruments; verbal communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to write legibly; ability to write effectively; ability to work rapidly; good vision and color perception; ability to read schematics; ability to pass pre-employment medical exam; ability to lift at least 50 lbs; ability to work under close supervision; willingness to participate in drug testing; record keeping skills; ability to stand continuously for 2 or more hours.

Moderately Important: ability to perform advanced mathematical calculations; ability to operate microscopes; ability to read blueprints.

Other: basic computer keyboarding; ability to use computerized auto diagnostic and scan tools.

INSPECTORS, TESTERS, AND GRADERS- PRECISION

OTHER INFORMATION

Common Job Titles: Quality Control Inspector, Smog Inspection Technician, Smog Mechanic, Quality Assurance Tester, Mechanical Technician.

New/Emerging Skills: data entry & computer operations; team-based communication; new vehicle mechanical work; electronics; computerized car diagnostics; EFI diagnosis & scan tool operation; knowledge of statistical process control.

Hours: Most positions are full-time 40hrs/wk

Local Considerations: Few full-time Smog Tech positions in Colusa & Glenn counties due to small population, & in Lake County due to less restrictive auto smog laws. Employers in these counties generally prefer licensed smog mechanics who are also qualified to do major auto repair.

Career Ladder: Quality Control Inspectors are usually trained on the job and advancement may take the form of higher pay, to inspector of more complex products, or supervisor. Smog Technicians may begin as Mechanic's Helpers in tune-up/emissions related automotive repair work shops. There are two levels of licensing, **limited** (requires 75% score on the first test only of a 2-part exam) and **unlimited** (requires 75% score on both tests in a 2-part exam). Two years of qualifying verifiable automotive experience and/or training or completion of an 80-hour clean air car course at a BAR-certified school is a licensing requirement (other than the BAR exam). Licensed Smog Technicians with appropriate qualifications may advance to Auto Mechanic or Shop Supervisor.

Licensing Information for Smog Technicians

Bureau of Automotive Repair
P.O. Box 989001-9001
West Sacramento, CA 95798-9001
(916) 255-4200 or (916) 322-4026

Major Employing Industries

Nonferrous Wire (SIC 3357), Fluid Power Cylinders (SIC 3593), Surgical Instruments & Apparatus (SIC 3841), Motor Vehicles Dealers (SIC 5511), Gasoline Service Stations (SIC 5541), General Automotive Repair Shops (SIC 7538)

Training Opportunities

Community Colleges

Butte College: Automotive Technology-Specialized Automotive Certificate in Engine Performance & Emission Controls (10 units + 16.5 prerequisite units).

Mendocino College: Automotive Technology-Emission Control Certification Preparation (80-hour BAR-approved Clean Air Car Course).

Yuba College: Automotive Technology (ASE-certified classes)-Certificate of Completion: Auto-Tune-up & Driveability (27.5 units); Certificate of Training: Engine Performance (25.5 units).

Regional Occupational Programs

Glenn County ROP: Orland H.S.-Automotive Mechanics/Chassis; Willows H.S.-Advanced Auto.

Lake County ROP: Clear Lake H.S.-Auto Mechanics; Kelseyville H.S.-Auto Mechanics; Lower Lake H.S.-1)Automotive Repair, & 2)Automotive Certification; Upper Lake H.S.-Auto Mechanics.

Tri-County ROP (Colusa-Sutter-Yuba Counties): Live Oak H.S.-Auto Technology; Lindhurst H.S.-Automotive Services; Marysville H.S.-Auto Technology; Wheatland H.S.-Auto Technology; Yuba City H.S.-1)Auto Body Repair, 2)Auto Diagnosis & Tune-Up & 3)Auto Technology.

Dictionary of Occupational Titles Codes

(classification includes 122 DOT titles)
620.281-014 Automotive Tech.-Exhaust Emissions
729.381-010 Electrical Equipment Tester
726.381-010 Electronics Inspector
726.261-018 Electronics Tester
822.261-014 Equipment Inspector
806.281-026 Inspector-Precision Assembly
701.261-010 Quality Control Inspector

California Occupational Guides

24 Automobile Mechanics
#240 Automotive Service Advisors
#279 Nondestructive Testers

Occupational Outlook Handbook

Inspectors, Testers and Graders, pg. 397

North Central Counties, 1995

LICENSED VOCATIONAL NURSES

OES Code: 325050

11 Firms Responding
144 Jobs Represented

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 9.00 -12.00	\$10.25
New Hires, experienced	\$10.00 -14.50	\$11.00
Experienced, 3 yrs with firm	\$11.00 -16.75	\$12.50

Fringe Benefits

All responding employers offer medical insurance, dental insurance and paid vacation to full-time employees; most also offer paid sick leave and life insurance, and many also offer vision insurance and retirement plans. Many employers offer paid sick leave, paid vacation, medical insurance and dental insurance to part-time employees, and some also offer vision insurance, life insurance, and retirement plans. (Summer, 1995)

SUPPLY/DEMAND

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

EMPLOYMENT TRENDS

Slower Than Average (0.9% annual growth)

SIZE OF OCCUPATION

Very Large (more than 358 workers)

REQUIREMENTS

Training and Experience

Responding employers report most recent hires have an AS degree and some have completed college-level courses but have no degree. Most responding employers usually require 6-12 months previous experience in a related occupation, but will sometimes consider 24 months vocational training as a substitute for part of the experience. A California LVN license or interim permit and CPR certification is a condition of employment.

Qualifications - Very Important: ability to read and follow instructions; ability to write legibly; ability to administer medications; record keeping skills; ability to administer injections; understanding of asepsis; ability to detect complications in patients; ability to write effectively; knowledge of medical terminology; ability to handle crisis situations; ability to work under pressure; ability to work independently; ability to work as part of a team; verbal communication skills; ability to take vital signs; ability to follow laboratory procedures; public contact skills; ability to provide personal services to patients; English grammar and spelling skills; ability to perform basic mathematical calculations; ability to apply transferring techniques moving patients; ability to pass pre-employment medical exam; ability to stand continuously 2 or more hours; blood drawing skills; ability to prepare deceased patients; willingness to work overtime; willingness to work nights or weekends; ability to work under close supervision; willingness to work part-time or on-call; ability to lift at least 50 lbs.

Moderately Important: willingness to work temporary or seasonal; ability to lift at least 100 lbs.

Other: ability to use computer database applications for entering doctor's orders and updating care plans. **New/Emerging Skills:** supervision, continuing education, computer skills.

LICENSED VOCATIONAL NURSES

OTHER INFORMATION

Common Job Titles

Nurse, LVN I/II, Charge Nurse, Treatment Nurse, Medication Nurse, Resident Care Coordinator, Staff Development Nurse.

Career Ladder

All responding employers promote from LVN to other positions, e.g., Staff Developer, Supervisor or Lead Nurse, Director of Nursing, Treatment Nurse, or to Registered Nurse with appropriate credentials.

Hours

Most positions are full-time, 40 hrs/wk; some part-time positions, 20-32 hrs/wk; few temporary or on-call positions, 16-20hrs/wk

Major Employing Industries

Offices & Clinics of Medical Doctors (SIC 8011), Skilled Nursing Care Facilities (SIC 8051), General Medical & Surgical Hospitals (SIC 8062), Home Health Care Services (SIC 8082), Residential Care (SIC 8361)

Dictionary of Occupational Titles Codes

079.374-014 Nurse, Licensed Practical

California Occupational Guides

313 Licensed Vocational Nurse

Occupational Outlook Handbook

Licensed Practical Nurse, pg 211

Training Opportunities

Community Colleges

Butte College: Health Careers: Vocational Nursing-Certificate of Achievement program provides curriculum to qualify for the state board exam (59 units, 3-4 semesters); AS degree (60 units).

Yuba College: Vocational Nursing Program provides curriculum to qualify for the state board exam-(55 units, 4 semesters); AS degree (62 units).

Local Considerations

Employment in this occupation is common in all five counties, but the majority is in Lake, Sutter and Yuba counties where larger skilled nursing and acute care facilities are concentrated. Some employers added new LVN positions in 1995 as a result of growth, but most vacancies resulted from workers in permanent positions leaving firms. Many responding employers expect the need for LVNs to increase over the next three years as a result of adding hospital beds in local facilities.

MAIDS AND HOUSEKEEPING CLEANERS

OES Code: 670020

12 Firms Responding
121 Jobs Represented

DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 4.25 - 5.75	\$ 5.00
New Hires, experienced	\$ 4.25 - 6.75	\$ 5.25
Experienced, 3 yrs with firm	\$ 4.25 - 7.75	\$ 6.00

Fringe Benefits

Most responding employers offer paid vacation to full-time employees; many also offer medical insurance and dental insurance, and some also offer paid sick leave, vision insurance, life insurance and retirement plans. Some employers offer paid vacation and sick leave to part-time employees. (Summer, 1995)

SUPPLY/DEMAND

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times, both experienced and inexperienced (trained or untrained).

EMPLOYMENT TRENDS

Faster Than Average Growth (1.8% annually)

SIZE OF OCCUPATION

Large (166-358 workers)

REQUIREMENTS

Training and Experience

Responding employers report that although many recent hires in this occupation have a high school or equivalent education, most do not. Many employers prefer 2-12 mos. experience in a related occupation. Many will usually consider training as a substitute for work experience, although vocational training is not usually considered a hiring requirement. Some employers provide in-house training.

Qualifications - Very Important: Ability to work as part of a team; ability to perform routine, repetitive work; ability to work rapidly; ability to work independently; willingness to work weekends; high standards of personal cleanliness; ability to lift at least 10 lbs.; understanding of cleaning compounds and solutions; knowledge of sanitary work environment; ability to work under close supervision; verbal communication skills; ability to do strenuous, physically demanding work; ability to operate commercial vacuum cleaners; ability to stand continuously for two or more hours; willingness to work part-time; ability to operate commercial laundry machines; willingness to work overtime; willingness to participate in drug testing; willingness to work on-call; ability to lift at least 50 lbs.; English grammar and spelling skills; ability to pass a pre-employment medical exam.

Moderately Important: Ability to administer emergency first aid; writing skills; willingness to work temporary or seasonal; bondable; willingness to work nights; ability to perform basic math calculations; ability to sit continuously for two or more hours.

MAIDS AND HOUSEKEEPING CLEANERS

OTHER INFORMATION

Common Job Titles

Housekeeper, Room Attendant or Maid, Housekeeping Specialist, Environmental Specialist, Housekeeping Staff.

New/Emerging Skills: Carpet cleaning and bi-lingual in Spanish and English.

Career Ladder

Education and experience improves chances for advancement. Where there is a large housekeeping staff, workers may be promoted through the ranks to Trainer (of newly-employed workers), Head Housekeeper, Office Helper, Supervisor, Assistant Executive Housekeeper and Executive Housekeeper. In some establishments, supervisors are required to take in-service training to perfect housekeeping techniques and procedures, and to enhance supervisory skills. Hospital housekeepers may take nurse aide or LVN training and go into health care jobs. Others may take special training and transfer to medical receptionist or hospital admitting positions.

Hours

Most positions are part-time, 25-30 hrs/wk
Some full-time positions, 40 hrs/wk.
Some temporary/on-call positions, 15-20 hrs/wk.

Major Employing Industries

Hotels and Motels (SIC 7011); Skilled Nursing Care Facilities (SIC 8051); Residential Care (SIC 8361); General Medical & Surgical Hospitals (SIC 8062)

Training Opportunities

Regional Occupational Programs

Glenn County ROP: Orland H.S.-Hospitality Occupations.

Local Considerations

Although this occupation is commonly found throughout all five counties, there is a large concentration of employing industries and employers with many positions in Lake, Sutter and Yuba counties (hotels, motels, skilled nursing care facilities, residential care homes, medical & surgical hospitals).

Dictionary of Occupational Titles Codes

323.687-010 Hospital Cleaner
323.687-014 Cleaner, Housekeeper
323.687-018 Housecleaner

California Occupational Guides

#551 Hospital and Lodging Housekeepers

Occupational Outlook Handbook

Janitors & Cleaners & Cleaning Supervisors, pg 324

MEDICAL ASSISTANTS

OES Code: 660050

5 Firms Responding
100 Jobs Represented

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 7.00	\$ 6.50
New Hires, experienced	\$ 6.50 - 8.00	\$ 7.00
Experienced, 3 yrs with firm	\$ 7.75 - 11.00	\$ 8.25

Fringe Benefits

All responding employers offer medical insurance, dental insurance, life insurance, paid vacation and retirement plans to full-time employees; most also offer paid sick leave, and many also offer vision insurance. (Summer, 1995)

SUPPLY/DEMAND

Supply is somewhat greater than demand for experienced and inexperienced qualified applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

Medium (83-165 workers)

EMPLOYMENT TRENDS

Faster Than Average (2.2 % annual growth)

REQUIREMENTS

Training and Experience

Responding employers report most recent hires have at least a high school or equivalent education and some have completed post-secondary courses but have no degree. Most employers usually require 6-12 months experience in a related occupation plus 6-12 months vocational training with proficiency certification, e.g., Certified Medical Assistant (CMA), Certified Nursing Assistant (CNA) and Cardio-Pulmonary Resuscitation (CPR). Most responding employers will sometimes consider training as a substitute for work experience.

Qualifications - Very Important: English grammar and spelling skills; ability to read and follow instructions; ability to write legibly; verbal communication skills; knowledge of medical terminology; telephone answering skills; ability to take vital signs; ability to stand continuously 2 or more hours; ability to handle crisis situations; ability to work under pressure; public contact skills; ability to work independently; ability to work as part of a team; knowledge of transferring techniques to lift/move patients; ability to perform basic math calculations; ability to apply sterilization techniques; ability to write effectively; ability to work under close supervision; possession of Medical Assistant certificate; willingness to work overtime; ability to pass pre-employment medical exam; willingness to work part-time or on-call; record keeping skills; knowledge of laboratory procedures; knowledge of billing procedures; willingness to work nights or weekends; knowledge of inventory procedures.

Moderately Important: computer literacy; ability to type at least 45 wpm; ability to complete and explain medical insurance forms; ability to use word processing software; ability to transcribe medical records and reports.

New/Emerging Skills: triage; medical terminology; computer skills.

MEDICAL ASSISTANTS

OTHER INFORMATION

Common Job Titles

Certified Medical Assistant

Career Ladder

Responding employers promote qualified workers to Billing Clerk, LVN or Office Manager.

Hours

Most positions are full-time, 40 hrs/wk; few part-time and temporary/on-call positions

Major Employing Industries

Offices & Clinics of Doctors of Medicine (SIC 8011), General Medical & Surgical Hospitals (SIC 8062)

Local Considerations

This occupation is commonly found across all five counties. Slight increases in employment at some medical offices and clinics may occur as a result of emerging systemic change affecting health care industry standards (more procedures to be performed in doctor's offices rather than in hospitals).

Certification Information

Information about career opportunities, CAHEA-accredited educational programs in medical assisting, and the **Certified Medical Assistant exam** is available from: The American Association of Medical Assistants, 20 North Wacker Drive, Suite 1575, Chicago IL 60606-2903
Telephone: (312) 899-1500

Information about career opportunities and the **Registered Medical Assistant certification exam** is available from: Registered Medical Assistants of American Medical Technologists, 710 Higgins Rd., Park Ridge, IL 60068-5765.
Telephone: (847) 823-5169.

A list of **ABHES-accredited educational programs in medical assisting** is available from: Accrediting Bureau of Health Education Schools, Oak Manor Office, 29089 U.S. 20 West, Elkhart, IN 46514. Telephone: (219) 293-0124.

Training Opportunities

Regional Occupational Programs

Glenn County ROP: Glenn Medical Center (classroom) & Willow View Convalescent Hospital (clinical)-Certified Nursing Assistant (270 hrs), Central ROP-Health Occupations.

Lake County ROP: Lake County Office of Education-Vocational Nursing & CNA Training; Kelseyville H.S. & Middletown H.S.-EMT-I.

Tri-County ROP (Colusa, Sutter & Yuba counties): Career Training & Education Center, Yuba City-Basic Patient Care, Home Care, Hospital/Community Health; Colusa County Career Training Center, Colusa-Hospital/Community Health Services; Marysville H.S.-Supportive Medical Services/Health.

Mendocino County ROP: Mendocino County Office of Education-9-week CNA Certification Program; four sessions per year. Ukiah Convalescent Hospital (classroom theory) and various acute-care facilities in Ukiah (hands-on).

Community Colleges

Yuba College: Nursing Assistant-Certificate of Training (5 units) provides student with academic requirement to take the exam leading to certification as a Nursing Assistant (CNA) in California.

Dictionary of Occupational Titles Codes

079.362-010 Medical Assistant

079.374-018 Podiatric Assistant

079.364-010 Chiropractor Assistant

California Occupational Guides

513 Medical Assistants

17 Medical Technologists

Occupational Outlook Handbook

Medical Assistants, pg 310

MEDICAL TRANSCRIBERS

DOT Code: 203.582-058

8 Firms Responding
45 Jobs Represented

DESCRIPTION

Medical Transcribers use typewriters or word processors to transcribe letters, reports, or other recorded data heard through the earphones of a transcribing machine. They may type unrecorded information such as names, addresses, and dates. They may also type other information and file records.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 7.50 -10.75	\$ 9.25
New Hires, experienced	\$ 8.25 -11.00	\$ 9.50
Experienced, 3 yrs with firm	\$ 8.75 -14.00	\$10.75

Fringe Benefits

Most responding employers offer medical insurance, dental insurance, life insurance, paid sick leave, paid vacation, and retirement plans to full-time employees; many also offer vision insurance and some also offer child care. Many responding employers offer medical insurance, dental insurance, vision insurance, paid sick leave, paid vacation, retirement plans to part-time employees; some also offer life insurance and child care. (Summer, 1995)

SUPPLY/DEMAND

Demand is somewhat greater than the supply of qualified applicants (both experienced and inexperienced). Employers may have some difficulty finding qualified applicants at times.

EMPLOYMENT TRENDS

Much Faster Than Average (3.0% annual growth)

SIZE OF OCCUPATION

Small (Less than 83)

REQUIREMENTS

Training and Experience

Responding employers report most recent hires have completed college-level courses but have no degree. Most responding employers usually require 6-24 months prior experience as a Medical Transcriber but will sometimes consider vocational training as a substitute for part of the work experience. 24 months vocational training is a hiring requirement of some responding employers.

Qualifications - Very Important: knowledge of medical terminology; above-average knowledge of English punctuation, grammar and spelling; ability to use a computer terminal; ability to use a transcribing machine; versatility in use of transcription equipment and computers; awareness of the legal significance of medical transcripts; ability to understand English spoken with foreign accents; ability to work rapidly; ability to work independently; excellent auditory skills; ability to read and follow instructions; medical understanding; ability to type at least 70 wpm with accuracy; well versed in the language of medicine and surgery; advanced proofreading and editing skills; awareness of standards and requirements of medical records; ability to complete reports in a timely fashion; ability to sit continuously for 2 or more hours; ability to work as part of a team; willingness to work overtime; knowledge of medical and surgical procedures; knowledge of disease processes; knowledge of internal organization of medical reports; ability to pass a pre-employment medical exam; ability to work under close supervision; knowledge of human anatomy; knowledge of physiology; willingness to work part-time; verbal communication skills; willingness to work on-call; highly developed analytical skills. **Moderately Important:** willingness to work weekends and/or holidays; ability to lift at least 10 lbs; willingness to work temporary or seasonal; willingness to work nights; possession of AMT certificate in medical transcription. **Other:** computer software skills in spreadsheet and database applications.

MEDICAL TRANSCRIBERS

OTHER INFORMATION

New/Emerging Skills

Macro programs

Career Ladder

Many employers promote from entry-level to lead worker. Advancement may be based on performance.

Hours

Most positions are full-time, 40 hrs/wk; some part-time positions, 20-24hrs/wk.

Major Employing Industries

Offices & Clinics of Doctors of Medicine (SIC 8011), General Medical & Surgical Hospitals (SIC 8062)

Dictionary of Occupational Titles Codes

203.582-058 Transcribing Machine Operator

201.362-014 Medical Secretary

California Occupational Guides

499 Medical Transcriptionists

25 Stenographers

134 Medical Records Techs and Administrators

162 Shorthand and Court Reporters

Occupational Outlook Handbook

Secretaries, pg 286

Stenographers and Court Reporters, pg 287

Local Considerations

This occupation is common throughout all five counties, although the majority of employment is within Sutter and Yuba counties. Employment by non-hospital firms may increase over the next three years as a result of an emerging approach to health care management affecting the medical industry as a whole, e.g. less hospitalization of patients and more procedures performed in doctor's offices. Hospital employment in Glenn and Lake counties is likely to remain stable or grow due to recent changes in management and corporate mergers..

Training Opportunities

Community Colleges

Butte College: Office Information Systems: Medical Transcriptionist career programs prepare students for entry-level employment - Certificate of Achievement (23-43 units); AS degree (60 units).

Mendocino College: Business Office Technology: Medical-Certificate of Achievement (30 units).

Yuba College: Business: Medical Office Skills-Certificate of Completion (30 units); AS degree (62 units).

Private Schools and Colleges

(see Training Directory for listings)

CMT Certification Exam

For information about voluntary certification or to request a copy of AAMT's Model Job Description (designed to assist human resource managers, department managers, supervisors, and others in recruiting, supervising, and evaluating individuals in medical transcription positions), contact:

Director of Certification

Medical Transcriptionist Certification Program

c/o American Association for Medical Transcription

P.O. Box 576187, Modesto, CA 95357-6187

Telephone (209) 551-0883 or (800) 982-2182

Fax (209) 551-9317

SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC

OES Code: 273020

10 Firms Responding
67 Jobs Represented

DESCRIPTION

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 -11.00	\$ 8.72
New Hires, experienced	\$ 5.00 -16.00	\$10.50
Experienced, 3 yrs with firm	\$ 6.00 -19.00	\$12.25

Fringe Benefits

All responding employers offer medical insurance and paid vacation to full-time employees; most also offer dental insurance, life insurance, paid sick leave, vision insurance and retirement plans and some also offer child care. Many employers offer medical insurance, paid sick leave, paid vacation, dental insurance and life insurance to part-time employees and some also offer vision insurance, retirement plans and child care.
(Summer, 1995)

SUPPLY/DEMAND

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

SIZE OF OCCUPATION

Medium (83-165 workers)

EMPLOYMENT TRENDS

Average (1.5% annual growth)

REQUIREMENTS

Training and Experience: Responding employers report most recent hires have a bachelor's degree, some have completed college-level courses without achieving a degree, and a few have a master's degree or associate degree. Most employers usually require 12-24 months vocational training plus 12-24 months experience in a related occupation, but will sometimes consider training as a substitute for part of the work experience. Certification and licensing requirements vary, but most employers of Substance Abuse Counselors require at least a certificate from a college-level alcohol & drug studies program or certification by the California Association of Alcoholism and Drug Abuse Counselors (CAADAC).

Qualifications - Very Important: ability to read and follow instructions; ability to write legibly; verbal communication skills; knowledge of substance abuse treatment; record keeping skills; ability to write effectively; ability to handle crisis situations; public contact skills; ability to work under pressure; ability to work independently; ability to work as part of a team; possession of a valid California driver's license; English grammar and spelling skills; ability to interview others for information; knowledge of protective services for children and adults; knowledge of family social work; ability to pass pre-employment medical exam; willingness to work nights or weekends; ability to learn complex rules and regulations; willingness to participate in drug testing; willingness to work overtime; knowledge of psychiatric social work; ability to perform basic math calculations; ability to work under close supervision; knowledge of court proceedings; ability to sit continuously 2 or more hours; willingness to work part-time or on-call. **Moderately Important:** knowledge of veterans services. **Other:** computer skills in spreadsheet application software, patience, stable emotional health, knowledge of and ability to comply with ethical standards, inter-agency experience, ability to use humane restraining techniques, ability to swim, bi-lingual, certificated in CPR/First Aid.

SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC

OTHER INFORMATION

Common Job Titles

Substance Abuse Counselor, Child Care Counselor, Medical Social Worker, Counselor I/II, Chemical Dependency Counselor, Mental Health Counselor I, Case Manager, Service Coordinator, Counselor Intern

New/Emerging Skills

Computer skills, poly drug abuse experience, bilingual capabilities, working with specific population on addiction issues (e.g., women, minorities), working with dual-disordered clients, CPR/First Aid, continuing education, de-escalation/problem solving to keep clients functional, social work skills.

Career Ladder

Advancement may occur through a set plan, e.g., Counselor I to II, III, IV, etc., by taking on more duties in the same occupation with higher pay, or through appropriate education and licensing to a administrative or management position.

Hours

Most positions are full-time, 40 hrs/wk; some part-time positions, 20-32 hrs/wk; some temporary/on-call positions.

Major Employing Industries

General Medical & Surgical Hospitals (SIC 8062), Psychiatric Hospitals (SIC 8063), Individual and Family Social Services (SIC 8322), Job Training and Vocational Rehabilitation Services (SIC 8331), Residential Care (SIC 8361), Local Government (SIC 9030)

Dictionary of Occupational Titles Codes

045.107-058 Substance Abuse Counselor
195.107-030 Social Worker, Medical
195.107-034 Social Worker, Psychiatric

California Occupational Guides

122 Social Workers
429 Counselors-Rehabilitation & School

Occupational Outlook Handbook

Social Workers, pg 136

Training Opportunities

Community Colleges

Butte College: Social and Behavioral Science: Alcohol and Drug Studies Career Program includes course work and supervised field work practicum required by California Association of Alcoholism and Drug Abuse Counselors (CAADAC) for certification-Certificate of Achievement (32 units); AS degree in Behavioral and Social Science with a focus on Alcohol and Drug Studies (60 units); AA degree (60 units); transfer major program available.

Mendocino College: Alcohol and Other Drugs-Certificate of Achievement (28 units); Ethnic Studies: AS degree options-Alcohol & Other Drugs Studies or Family Relations/Child Development: Early Childhood Education (60 units); Psychology: AA degree (60 units); transfer programs available.

Yuba College: Human Services: Chemical Dependency Awareness-Certificate of Training (15 units); Chemical Dependency Counselor-Certificate of Achievement qualifies students for entry into non-certified employment and internships, usually completed during employment, required for counselor certification by California Certification Board of Alcohol and Drug Counselors (31 units). Human Services-AS degree (62 units); transfer program available. Family and Consumer Studies-Certificate of Training (20 units); AS degree (62 units).

Local Considerations

These occupations are commonly found in social service agencies across all five counties. Responding employers report most Substance Abuse Counselors hired during 1995 filled newly-created positions made possible by federal grant money. Most employers expect continued growth over the next three years, although gains and losses may offset each other as some public programs close and others expand.

1995

DIRECTORY OF VOCATIONAL TRAINING

for the North Central Counties Consortium

COLUSA, GLENN, LAKE, SUTTER, YUBA COUNTIES

This training directory is a product of the California Cooperative Occupational Information System and was created locally through a partnership between the North Central Counties Consortium Private Industry Council and the State of California Employment Development Department-Labor Market Information Division.

The purpose of this directory is to provide, in a single document, a listing of vocational and technical training programs in the North Central Counties Consortium and some from surrounding areas. Programs listed are those which prepare persons for entry into occupations included in the Occupational Outlook Report. Information about schools in nearby counties is provided when local training sources for a particular occupation are limited.

The Private Industry Council does not endorse or sanction the training providers listed in this directory. Schools are listed for information purposes only and neither approval nor support is implied. JTPA counselors must check the current NCCC Vendor List to identify approved training programs for participants.





The producers of this directory do not endorse or recommend any particular training providers or programs. Further, while we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information and programs change frequently. Please contact training providers directly to verify/update the information.

The 1995 North Central Counties Consortium Training Directory is organized as follows:

Training Providers **Pages 3-11**

Lists training providers within the five-county consortium grouped by type of provider (e.g., Community College, ROP, Private School).

Vocational Training **Pages 13-32**

Lists training providers for occupations included in the Occupational Outlook Report. Use this when looking for training for a specific occupation. Includes some training providers outside of the five-county consortium.

Training Directories for Other Counties **Pages 33-34**

Lists CCOIS sites where training directories of other counties may be ordered.

In addition to the training providers and programs included in this directory, it should be noted that universities in nearby counties (including California State Universities in Chico, Sonoma and Sacramento, and University of California-Davis) offer a wide variety of degree (and some certificate) programs that also prepare persons for entry into occupations. Please refer to their respective course catalogs for more information.

If you need help or assistance, or if you wish to order additional copies of this directory, please contact Donna Hodge, CCOIS Project Coordinator for the North Central Counties Consortium at (707) 262-3408.

Training Providers in Colusa, Glenn, Lake, Sutter & Yuba Counties

Adult Education

Arbuckle Adult School

Johnson Junior High School
966 Wildwood Road, Arbuckle, CA 95912
(916) 476-3261

**Calif. Human Development Corp.(CHDC)
Center for Employment Training (CET)**
1468-G Sky Harbor Dr, Marysville, CA 95901
(916) 741-2924.

Electronic Assembler 630 hours without
English as a Second Language (ESL)/880
hours with ESL.

Farm Equipment Maintenance 720 hours
without ESL/970 hours with ESL.

Career Training & Education Center (CTEC)
256 Wilbur Avenue, Yuba City, CA 95992
(916) 741-5120

Colusa Alternative High/Adult School
817 Colus Avenue, Colusa, CA 95932
(916) 458-2232

Colusa Literacy Program
Colusa County Library
738 Market Street, Colusa, CA 95932
(916) 458-7671

Freshwater Adult School
Williams Unified School District
P.O. Box 7, Williams, CA 95987
(916) 473-2450

Glenn Adult Program (GAP)
HRA Career Center, Orland
(contact Glenn County Office of Education)
525 West Sycamore Street, Willows, CA 95988
(916) 934-6575

Konocti Unified School District

3620 Pine Street (Mail: P.O. Box 6630)
Clearlake, CA 95422
(707) 994-7142

Lake County Adult Education Consortium
Hill Road Sheriff's Training Facility
4913 Helbush Drive, Lakeport, CA 95453
(707) 262-3461

Lake County Adult Literacy
(private tutoring in reading and writing)
(707) 263-7633

Marysville Adult Education
1919 B Street, Marysville, CA 95901
(916) 749-6154

Northern Calif. Literacy Resource Center
420 #B East Laurel Street, Willows, CA 95988
(916) 934-9656

Orland Adult Literacy Project
704 Fourth Street, Orland, CA 95963
(916) 865-7175

Princeton High School
473 State Street, Princeton, CA 95970
Contact Glenn County Office of Education
525 West Sycamore Street, Willows, CA 95988
(916) 934-6575

Willows Area Literacy Programs
420 #A East Laurel Street, Willows, CA 95988
(916) 934-5156

Training Providers in Colusa, Glenn, Lake, Sutter & Yuba Counties

English as a Second Language (ESL)

Arbuckle Adult School

Johnson Junior High
966 Wildwood Road, Arbuckle, CA 95912
(916) 476-3261

Calif. Human Development Corp. (CHDC) Center for Employment Training (CET)

1468-G Sky Harbor Dr, Marysville, CA 95901
(916) 741-2924

Career Training & Education Center (CTEC)

256 Wilbur Avenue, Yuba City, CA 95992
(916) 741-5120

Colusa Alternative High School (CAHS)

817 Colus Avenue, Colusa, CA 95932
(916) 458-2232

Freshwater Adult School

Williams Unified School District
P.O. Box 7, Williams, CA 95987
(916) 473-2450

Glenn Adult Program (GAP)

HRA Career Center, Orland
(contact Glenn County Office of Education)
525 West Sycamore Street, Willows, CA 95988
(916) 934-6575

Kelseyville Continuation School

4410 Konocti Road (*Mail: P.O. Box 308*)
Kelseyville, CA 95451
(707) 279-8414

Konocti Unified School District

Oak Hill Middle School
South Center Drive (*Mail: P.O. Box 920*)
Clearlake, CA 95422
(707) 994-2536

Lake County Career Center

Job Training Partnership Agency (JTPA)
130 Third Street, Lakeport, CA 95453
(707) 262-3416

Marysville Adult Education

1919 B Street, Marysville, CA 95901
(916) 749-6154

The C.L.A.S.S.

Lampson Airport, Highland Springs Rd
Lakeport, CA 95453
(707) 262-1606

Willows Learning Center

545 West First Avenue, Willows, CA 95988
(916) 934-3140

Yuba Community College Learning Center

7105 South Center Dr, Clearlake, CA 95422
(707) 995-7911

Training Providers in Colusa, Glenn, Lake, Sutter & Yuba Counties

General Education Development (GED)

Arbuckle Adult School

Johnson Junior High
966 Wildwood Road, Arbuckle, CA 95912
(916) 476-3261

Career Training & Education Center (CTEC)

256 Wilbur Avenue, Yuba City, CA 95992
(916) 741-5120

Clinton B. Nielson High School

1333 Fouts Springs Rd., (Mail: Box 70)
Stonyford, CA 95979
(916) 963-3416

Colusa Alternative High School (CAHS)

817 Colus Avenue, Colusa, CA 95932
(916) 458-2232

Colusa County Career Training Center

345 5th Street, Suite D, Colusa, CA 95932
(916) 458-0330

Freshwater Adult School

Williams Unified School District
P.O. Box 7, Williams, CA 95987
(916) 473-2450

Lake County Adult Education Consortium

Hill Road Sheriff's Training Facility
4913 Helbush Drive, Lakeport, CA 95453
(707) 262-3461

Marysville Adult Education

1919 B Street, Marysville, CA 95901
(916) 749-6154

Orland Human Resources Agency (HRA) Career Center

(contact Glenn County Office of Education)
525 West Sycamore Street, Willows, CA 95988
(916) 934-6603

Community Colleges

Please refer to college catalogs of course listings

Butte College-Glenn County Center

119 N. Butte, Willows, CA 95988
(916) 934-2144

Mendocino College-Lake County Center

525 Main Street, Lakeport, CA 95453
(707) 263-4944

Yuba College-Main Campus

2088 North Beale Rd, Marysville, CA 95901
(916) 741-6700

Yuba College-Beale A.F.B. Center

Base Education Building, 6399 C Street
Beale AFB, CA 95903
(916) 788-0973

Yuba College-Colusa County Center

745 10th St, Colusa, CA 95932
(916) 458-4085

Yuba College-Lake County Campus

7105 South Center Drive, (Mail: P.O. Box 1690)
Clearlake, CA 95422
(707) 995-7900

Training Providers in Colusa, Glenn, Lake, Sutter & Yuba Counties

Private Schools and Colleges

Career Colleges of Cosmetology

- 100 Carriage Square, Yuba City, CA 95991
(916) 673-3265
- 407 D Street, Marysville, CA 95901
(916) 742-8547
Cosmetology Training

Career Training Institute

697 Palora Avenue, Yuba City, CA 95991
(916) 673-0375
Teller Training

Chapman University- Yuba City Academic Center

1469 Butte House Rd, Suite F
Yuba City, CA 95993-2754
(916) 674-2758
Teacher Training: General Education,
Administration & Supervision in Education,
Pre-Elementary/Early Child Teacher Education,
Secondary Teacher Education, Teaching
English as a Second Language

Ein Stein's Computers

486 Bridge Street, Yuba City, CA 95991
(916) 671-7444
Short-term training in computer software
programs

Embry-Riddle Aeronautical University

1075 Arnold Ave, Beale AFB, CA 95903-5000
(916) 788-0900
Aeronautical/Aerospace Engineering
Technology, Aircraft Mechanic/Technician,
Powerplant, Aviation Management

Golden Gate University

9MSSQ/MSE, Building 2475
6399 C Street, Beale AFB, CA 95903-1711
(916) 788-0261
(multiple courses - see catalog for listings)

JNB Computer Training Center

15312 Lakeshore Dr., Clearlake, CA 95422
(707) 994-2983
Short-term computer software classes

MegaBytes

1216 Bridge Street, Yuba City, CA 95991
(916) 751-2826
Short-term computer software classes

RCS Computers

P.O. Box 1126, Marysville, CA 95901
(916) 741-2302
Personal training on computer software
programs

Resort Aviation

4615 Highland Springs Rd, Lakeport, CA 95453
(707) 263-1414
Aircraft Pilot & Navigator Training

School of Shiatsu and Massage

Harbin Hot Springs
P.O. Box 889, Middletown, CA 95461
(707) 987-3801
Certification classes in massage and bodywork

Select Real Estate School

409 Century Park Dr., Suite 3
Yuba City, CA 95991
(916) 671-8195
Real estate courses

Up and Running Computer Center

990-D Klamath Ln, Yuba City, CA 95991
(916) 671-7595
Short-term computer software classes

Training Providers in Colusa, Glenn, Lake, Sutter & Yuba Counties

Regional Occupational Programs (ROP)

**Glenn County Regional Occupational
Program - A Program of the Glenn County Office
of Education, 525 West Sycamore Street, Willows,
CA 95988. For information call (916) 934-6575**

**Anyone age 16 or older is eligible to
enroll in ROP, including adults**

<i>Location</i>	<i>Courses 1995-96</i>	<i>Instructor</i>	<i>Day & Time</i>
Central ROP Elk Creek High School Hamilton High School	Health Occupations/CNA	T. Ritter	M-F 7:00-12:00
	Ag Mechanics I	L. Payne	M-F 10:00-10:53
	Introduction to Forest Management	R. Brown	M-F 1:48-2:40
	Ag Mechanics/Small Engines	F. Sturzen	M-F 8:15-10:02
	Careers in Ag Production	F. Sturzen	M-F 3:14-varies
	Child Development Aide Training	C. Parker	M-F 8:15-10:02
	Desktop Publishing on Apple	J. Robinson	M-F 12:38-3:10
	Furniture & Cabinet Construction	B. Anderson	M-F 8:15-10:02
	Advanced Computer Application	D. Sioux	M-F
	Computer Assisted Applications	D. Sioux	M-F 9:14-11:04
Orland High School	Office Training	D. Sioux	M-F 1:30-3:10
	Animal Science	B. Vierra	M-F 10:16-11:04
	Plant Science	A. von Bargaen	M-F 11:08-11:56
	Welding I	B. Vierra	M-F 11:08-11:56
	Welding II	B. Vierra	M-F 11:08-11:56
	Hospitality Occupations	M. Lessa	M-F 10:00-12:00
	Advanced Woodworking	J. Carroll	M-F 10:16-11:56
	Automotive Mechanics/Chassis	R. Borges	M-F 1:30-3:10
	Graphic Arts	G. Russell	M-F 9:14-10:02
	Publishing	G. Russell	M-F 1:30-3:10
Princeton High School	Retail Training - Beginning	M. Lessa	M-F 1:30-3:10
	Retail Training - Advanced	M. Lessa	M-F 1:30-3:10
	Office Procedures	E. Iturreria	M-F 1:30-3:10
	Ag Mechanics	A. Ferrendelli	M-F 12:45-2:26
	Ornamental Horticulture	A. Ferrendelli	M-F 9:30-10:20
	Office Education in Data Processing	E. Drennan	M-F 12:45-1:34
	Office Education in Text Processing	E. Drennan	M-F 1:37-2:26
	Ag Mechanics I	D. Bell	M-F 10:35-11:20
	Ag Mechanics II	D. Bell	M-F 10:35-11:20
	Nursery Skills II	S. Ansel	M-F 11:25-12:10
Willows High School	Welding I	D. Bell	M-F 11:25-1:40
	Welding II	D. Bell	M-F 11:25-1:40
	Advanced Auto	E. Peabody	M-F 10:35-12:10
	Architectural Drafting, CAD	D. James	M-F 10:35-12:10
	Computer Aided Drafting	D. James	M-F 10:35-12:10
	Desktop Publishing on PC and Mac	D. James	M-F 9:45-10:30
	Mechanical Drafting, CAD	D. James	M-F 10:35-12:10
	Wood Technology & Manufacturing	R. Steinhoff	M-F 8:00-11:20
	Computer Applications I	D. Holley	M-F 8am & 12:50
	Computer Applications II	D. Holley	M-F 8am & 12:50
	Office Training	C. Ramsey	M-F 9:45-10:30

Training Providers in Colusa, Glenn, Lake, Sutter & Yuba Counties

Regional Occupational Programs (ROP), continued

**Lake County Regional Occupational
Program - A Program of the Lake County Office
of Education, 1152 So. Main Street, Lakeport, CA
95453. For information call (707) 263-7069**

**Anyone age 16 or older is eligible to
enroll in ROP, including adults**

<i>Location</i>	<i>Courses 1995-96</i>	<i>Instructor</i>
Clear Lake High School	Business Occupations: Office/Business Skills	Kelly Scholl
	Industrial & Technology Education: Auto Mechanics	Denny Aikin
	Industrial & Technology Education: Graphic Communications	Bob Paiva
Kelseyville High School	Business Occupations: Computer Operator	Stan Cerin
	Agriculture: Animal Practices	DonelleMcCallister
	Agriculture: Feeding, Fitting, Showing	DonelleMcCallister
	Health Careers Education: EMT I	Herb Colt
	Industrial & Technology Education: Architectural Drafting	Dave Andre
	Industrial & Technology Education: Auto Mechanics	Mike Jones
	Industrial & Technology Education: Mill Cabinet	Mike Burruss
Lake County Office of Education	Industrial & Technology Education: Welding	Mike Jones
	Health Careers Education: Vocational Nursing	Ruby Rose
	Health Careers Education: Certified Nursing Assistant	Julie Franson
Lower Lake High School	Health Careers Education: Certified Nursing Assistant	Barbara Radcliffe
	Business Occupations: Computer Applications	Greg Davis
	Home Economics-Related Occupations: Careers With Children	Lori Ferrell
	Industrial & Technology Education: Automotive Repair	Jim Bailey
Middletown High School	Industrial & Technology Education: Automotive Certification	Jim Bailey
	Industrial & Technology Education: Desktop Publishing	Eugene Vance
	Agriculture: Ag. Projects	Patsy Block
Upper Lake High School	Agriculture: Horticulture	Patsy Block
	Business Occupations: Office Procedures	Wilson/Gould
	Industrial & Technology Education: Desktop Publishing	Bob Schoenherr
Upper Lake High School	Industrial & Technology Education: Architectural Drafting	Ron Raetz
	Industrial & Technology Education: Auto Mechanics	Keith Somers

Training Providers in Colusa, Glenn, Lake, Sutter & Yuba Counties

Regional Occupational Programs (ROP), continued

Tri-County Regional Occupational

**Program - A Program of the Colusa, Sutter &
Yuba County Offices of Education**

for General Information Call (916) 741-5180 (ext. 107)

Anyone age 16 or older is eligible to
enroll in ROP, including adults

Sutter County
Superintendent of Schools
463 Second Street
Yuba City, CA 95991
(916) 741-5180

Yuba County
Superintendent of Schools
938 14th Street
Marysville, CA 95901
(916) 741-6231

Colusa County
Superintendent of Schools
146 7th Street
Colusa, CA 95932
(916) 458-0350

<i>Location</i>	<i>Courses 1995-96</i>	<i>Instructor</i>	<i>Time</i>	<i>For Info</i>
Boyd Street Yuba City	Law Enforcement	Cummings/Arnold	8:00 am-10:09 am	741-5270
	Office Education Lab	Davis	10:31 am-12:23 pm	
	Office Education Lab/JTPA	Davis	1:08 pm-4:00 pm	
Career Training & Education Center	Accounting Principles & Practices	Hughbanks	1:30 pm-4:30 pm	741-5120
	Applied Finance	Mack	8:00 am-10:00 am	
	Business Communications	Kent	12:00 pm-2:00 pm	
	Basic Patient Care	Mahmoudi/Swinford	10:30 am-1:30 pm	
	Computer Repair	Hollen	TBA	
	Early Childhood Careers	Hammond	8:00 am-10:09 am	
	Early Childhood Careers	Hammond	10:31 am-12:23 pm	
	Health Care Information Services	Bolton	TBA	
	Home Care	Khaliki	TBA	
	Hospital/Community Health	Mahmoudi	8:00 am-10:00 am	
	Medical Office Services	Mahmoudi	10:30 am-2:00 pm	
	Office Education Lab	Schroeder	8:00 am-11:00 am	
	Office Education Lab	Hughbanks	10:00 am-1:00 pm	
	Word Processing (Beginning)	Blankenship	3:00 pm-5:00 pm	
	Word Processing	Schroeder	11:30 am-2:30 pm	
Career Colleges of Cosmetology	Cosmetology	Widmar	8:05 am-12:10 pm	673-3265
	Cosmetology	Jaconetti	10:10 am-12:00 pm	
Colusa Co. Career Training Center	Distributive Occs. in Training	Griffith	TBA	458-0330
	Hospital/Comm. Health Services	Dent	TBA	
	Office Education Lab	Cardoso	TBA	

Tri-County ROP, continued

<i>Location</i>	<i>Courses 1995-96</i>	<i>Instructor</i>	<i>Time</i>	<i>For Info</i>
Colusa High School	Computer Applications	Vafis	10:07 am-10:55 am	458-2156
	Computer Applications	Vafis	1:26 pm-2:14pm	
	Computer Assisted Accounting	Barrett	9:09 am-9:57 am	
	Word Processing	Barrett	1:26 pm-2:14pm	
	Distributive Occs. In Training	Cornelius	TBA	
	Food Technology	Tomllinson	11:00 am-1:21 pm	
	Graphic Communications	Herman	1:26 pm-3:07pm	
	Word Processing	Rasmussen	8:15 am-9:04 am	
	Word Processing	Rasmussen	9:09 am-9:57 am	
	Word Processing	Rasmussen	10:07 am-10:55 am	
East Nicolaus High School	Food Technology	Lauppe	9:23 am-1:30pm	656-2255
	Furniture & Cabinet Construction	Montre	12:41 pm-2:23pm	
	Word Processing	Underwood	8:30 am-9:19 am	
Eighth Street Marysville	Applied Marketing	Rippey	10:12 am-12:11 pm	743-6818
	Applied Marketing	Rippey	12:51 pm-2:50pm	
	Cashier/Checker Training	Rippey	TBA	743-3107
	Food Technology	Azama	10:12 am-12:11 pm	
	Food Technology	Azama	12:11 pm-2:50pm	
Live Oak High School	Auto Technology	Clemens	1:35 pm-3:16pm	695-5415
	Computer Applications	Pritchard	11:09 am-11:57 am	
	Computer Assisted Accounting	Pritchard	9:23 am-10:11 am	
	Farm Equip. & Metal Fabrication	Christianson	10:16 am-11:57 am	
	Furniture & Cabinet Construction	Viscuso	8:30 am-10:11 am	
	Word Processing	Pritchard	2:28 pm-3:16pm	
Lindhurst High School	Automotive Services	Chambers	12:45 pm-2:40pm	741-6150
	Farm Management	Hill	10:05 am-12:05pm	
	Office Education Lab	Dougherty	10:05 am-12:05pm	
Marysville High School	Applied Marketing	Rippey	10:12 am-12:11 pm	741-6180
	Applied Marketing	Rippey	12:51 pm-2:50pm	
	Auto Technology	Ray	10:12 am-12:11 pm	
	Data Processing	Miller/Hayre	7:55 am-9:57 am	
	Data Processing	Miller	10:12 am-12:11 pm	
	Data Processing	Miller	12:51 pm-2:50pm	
	Dental Assisting	Hellwig	12:51 pm-4:00pm	
	Early Childhood Careers	Lucas	7:55 am-9:57 am	
	Envi. LandscapingOrn. Horticul.	Westmoreland	10:12 am-12:11 pm	
	Farm Management	Westmoreland	12:51 pm-2:50pm	
	Food Technology	Azama	10:12 am-12:11 pm	
	Food Technology	Azama	12:11 pm-2:50pm	
	Furniture & Cabinet Construction	Westmoreland	10:12 am-12:11 pm	
	Machinist Training	Minatre	10:12 am-12:11 pm	
	Supportive MedicalServ./Health	Hellwig	10:12 am-12:11 pm	
	Technical Drawing	Denyer	7:55 am-9:57 am	

Tri-County ROP, continued

<i>Location</i>	<i>Courses 1995-96</i>	<i>Instructor</i>	<i>Time</i>	<i>For Info</i>
Maxwell High School	Computer Assisted Accounting	Wright	11:04 am-11:52 am	438-2291
	Farm Equip. & Metal Fabrication	Ahlers	11:04 am-11:52 am	
Pierce High School	Architectural Design	Lawrence	12:34 pm-2:16pm	476-2277
	Farm Equip. & Metal Fabrication	Rohde	10:18 am-12:00pm	
	Office Education Lab	Scofield	10:18 am-12:00pm	
Sutter High School	Computer Applications	Stephan	10:49 am-11:37 am	741-5161
	Computer Assisted Accounting	Stephan	2:03 pm-2:51 pm	
	Farm Equip. & Metal Fabrication	Crabtree	1:10 pm-2:51 pm	
	Food Technology	Davis	10:49 am-1:05 pm	
	Photography	Mason	8:05 am-9:46 am	
	Word Processing	Stephan	9:51 am-10:39 am	
Various Locations	Multiple Occups. Trng. In Dist.	Hovey	8:30 am-3:00pm	741-5120
	Multiple Occups. Trng. In Dist.	Poldervaart	10:31 am-12:23pm	741-5120
Wheatland High School	Agric. Construct. & Maintenance	Magill	9:40 am-11:35 am	633-3100
	Auto Technology	Chapman	10:45 am-12:30pm	
	Computer Application	Robinson	11:40 am-12:30 am	
	Farm Equip. & Metal Fabrication	Magill	7:50 am-9:35 am	
	Word Processing	Mullins	9:40 am-10:30 am	
Williams High School	Agriculture Equip.Opr. & Maint.	Pitter	8:20 am-10:11 am	473-5369
	Distributive Occups. In Training	Griffith	TBA	
Yuba City High School	Architectural Design	Wilson	8:00 am-9:10 am	741-5290
	Architectural Design	Wilson	9:16 am-10:09 am	
	Auto Body Repair	Glick	8:00 am-10:09 am	
	Auto Body Repair	Glick	10:31 am-12:23pm	
	Auto Diagnosis & Tune-up	Wilson	1:08 pm-2:01 pm	
	Auto Technology	Wilson	10:31 am-12:23pm	
	Computer Applications	Heimann	10:31 am-11:24 am	
	Computer Assisted Accounting	Heimann	8:00 am-9:10 am	
	Computer Assisted Accounting	Heimann	11:30 am-12:23pm	
	Construction Technology	Barney	10:31 am-12:23pm	
	Farm Power Mechanics	Carlson	10:31 am-12:23pm	
	Floral Design	Benefield	8:00 am-9:10 am	
	Greenhouse Skills	Benefield	9:16 am-10:09 am	
	Law Enforcement	Tracy	10:31 am-12:23pm	
	Photography	Leverett	8:00 am-10:09 am	
	Photography	Leverett	10:31 am-12:23pm	
	Photography (Beginning)	Leverett	1:08 pm-2:01 pm	
	Welding	Green	1:08 pm-2:01 pm	
	Word Processing	Dragovich	8:00 am-9:10 am	
	Word Processing	Dragovich	9:16 am-10:09 am	
Yuba City Mall	Applied Marketing	Besso	1:00 pm-4:00pm	741-5120
	Applied Marketing	Williams	10:31 am-12:23pm	741-5290

Vocational Training

Vocational Training

Accountants & Auditors

- Butte College: Business-Accounting Certificate of Achievement, 30 units; AS degree, 60 units.
- Mendocino College: Business-Accounting Certificate of Achievement, 20 units, AS degree, 60 units.
- Yuba College: Business-Accounting Certificate of Achievement, 30 units, AS degree, 62 units.
- Tri-County ROP: Career Training & Education Center (CTEC)-Accounting Principles & Practices; Applied Finance. Colusa, Live Oak, Maxwell, Sutter & Yuba City High Schools-Computer Assisted Accounting.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.

Administrative Assistants

- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Avenue, Sacramento, CA 95841. (916) 339-1500.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.

Animal Health Technicians

- Yuba College: Veterinary Assistant Certificate of Completion, 20 units (Does not qualify for AHT registration); Animal Health Technician AS degree, 62 units (Graduates apply for AHT exam).
- Glenn County ROP: Orland High School-Animal Science.
- Lake County ROP: Kelseyville High School-Animal Practice.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Assemblers--Electrical & Electronic Equipment-Precision

- California Human Development Corporation (CHDC), Center for Employment Training (CET): Electronic Assembler Certificate of Achievement, 630 hours (880 with VESL). Prepares students for entry into Electronic Assembler, Materials Handler, Processor Installer, or Fabricator of Electronic Components and Equipment occupations.
- Mendocino College: Electronics and Electric Technology: Certificate of Achievement, 34 units; AS degree/Transfer Option, 60 units.
- Yuba College: Electronics Technology: Industrial Electronics Technician Certificate of Completion, 40-41 units; AS Degree, 62 units.

Automotive Body & Related Repairers

- Yuba College: Auto: Certificate of Training-Body Repair, 13 units; Certificate of Completion-Body and Paint, 28 units.
- Tri-County ROP: Yuba City High School-Auto Body Repair.

Automotive Mechanics

- Butte College: Automotive Technology: ASE-certified courses offering General Automotive Certificate of Achievement (40 units/2-4 semesters); AS degree 60 units; and Transfer Program leading to BS degree in Transportation Services. Additional classes lead to Specialized Automotive Certificate(s): Automatic Transmission Specialist; Brake & Front-end Specialist; Engine Diagnosis & Repair Specialist; Engine Performance & Emission Controls; Air Conditioning Specialist; Electrical Specialist.

Vocational Training

Automotive Mechanics, continued

- Mendocino College: Automotive Technology: Certificate of Achievement 21 units & AS degree, 60 units prepares students for entry-level positions & advancement if already employed in this career field.
- Yuba College: Automotive Technology: ASE-certified courses offering AS degree 62 units and Transfer Program leading to BS degree. Specific classes lead to Certificate(s) of Completion or Training: Auto-Body & Paint; Auto-Tune-up/Driveability; Automotive Chassis; Master Mechanic; Small Engine Mechanics; Automotive Drive Trains; Automatic Transmission/Transaxle; Body Repair; Brakes; Electrical Systems; Engine Machining; Engine Performance; Engine Repair; Heating & Air Conditioning; Manual Drive Train & Axles; Painting & Refinishing; and Suspension & Steering.
- Glenn, Lake, & Tri-CountyROPs: Courses in automotive mechanics.
- Sequoia Institute, 420 Whitney Place, Fremont, CA 94539. (510) 490-6900.

Bakers, Bread & Pastry

- Butte College: Food Service Management: Quantity Food Preparation classes I & II; 6 units.
- Yuba College: Food Services Management: Basic Food Prep and Baking classes, 6 units.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Eighth Street/Marysville, Marysville H.S., and Sutter H.S.-Food Technology.
- Lederwolff Culinary Academy, 3300 Stockton Blvd., Sacramento, CA 95820. (916) 456-7002.
- Culinary Institute of America at The Greystone, 2555 Main Street, St. Helena, CA 94574. (707) 967-1100.

Bakers, Bread & Pastry, continued

- Great Chefs at the Robert Mondavi Winery, 841 Latour Court, Napa, CA 94558. (707) 994-2866.
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558. (707) 967-2930.
- Sacramento ROP: Food Service: two semester Restaurant & Commercial Food Preparation certificate program; primary occupations Prep Cooks, Assistant Bakers, and Pastry Workers.

Billing, Cost & Rate Clerks

- Butte College: Business: Office Information Systems-Certificate of Achievement, 32 units; AS degree, 60 units.
- Mendocino College: Business Office Technology: General-Certificate of Achievement, 28.5-29.5 units; Business: Accounting-AS degree, 60 units.
- Yuba College: Business: Clerical-Certificate of Training, 17 units; Computer Applications-Certificate of Training, 15 units; Accounting AS degree, 62 units.
- Glenn, Lake & Tri-CountyROPs: Courses in accounting principles & computer assisted accounting.

Medical Billing

- New Directions Learning Center, 2143 Hurley Way, Suite 220, Sacramento, CA 95825. (916) 927-1515.
- Northern California Career College, Redding, CA (916) 241-8350.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660.

Vocational Training

Bookkeeping, Accounting & Auditing Clerks

- Butte, Mendocino, & Yuba College: Courses in Business Math, Billing, Automated accounting processes.
- Glenn, Lake & Tri-County ROPs: Courses in Office/Business Skills, Accounting Principles & Computer Assisted Accounting.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500.
- Business & Technology Training Institute, 8401 Gerber Rd., Sacramento, CA 95828. (916) 686-7783.

Bus Drivers, School

- Training is generally provided by employers after a hiring agreement has been made. Some employers require new hires to complete CHP behind-the-wheel Bus Driver Training and pass a DMV test. For information, contact:
- Colusa County Office of Education, 146 7th Street, Colusa, CA 95932. (916) 458-0350.
- Glenn County Office of Education, 525 W. Sycamore Street, Willows, CA 95988. (916) 934-6575.
- Lake County Office of Education, 1152 So. Main Street, Lakeport, CA 95453. (707) 263-7069.
- Sutter County Superintendent of Schools, 463 Second Street, Yuba City, CA 95991. (916) 741-5180.
- Yuba County Superintendent of Schools, 938 14th Street, Marysville, CA 95901. (916) 741-6231.

Bus/Truck Mechanic & Diesel Engine Specialists

- Butte College: Diesel & Heavy Duty Mechanics Certificate of Achievement, 34 units; AS degree, 60 units.

Butchers & Meat Cutters

- Retail Meatcutters - two-year Apprenticeship program with certificate of completion.
- United Food and Commercial Workers, 2200 Professional Drive, Suite 100, Roseville, CA 95661-9826. (916) 786-0588, ext. 263

Cabinetmakers & Bench Carpenters

- Mendocino College: Course in Woodworking Skills.
- Glenn County ROP: Hamilton H.S.-Furniture & Cabinet Construction. Orland Orland H.S.-Advanced Woodworking. Willows H.S.-Wood Technology & Manufacturing.
- Lake County ROP: Kelseyville H.S.-Mill Cabinet.
- Tri-County ROP: East Nicolaus H.S., Live Oak H.S., & Marysville H.S.-Furniture & Cabinet Construction.

Carpenters

- Butte College: Construction Technology certificate, 35 units (12-15 units carpentry). AS in Construction Technology, 62 units.
- Careers in Construction, 4740 Northgate Blvd., Suite 150, Sacramento, CA 95834. (916) 923-3322.
- Carpenters Union apprenticeship programs: for information contact State of California, Department of Industrial Relations, Division of Apprenticeship Standards, 2424 Arden Way, Sacramento, CA 95825. (916) 263-2877.

Vocational Training

Cashiers

- Tri-County ROP: Eighth St./Marysville-Cashier/Checker training.

Child Care Workers

- Butte, Mendocino & Yuba College: Certificate in Early Childhood Education/Child Development, 24-28 units. AS degree, 60-62 units. Approximately 12-15 units covering principles and practices on child development and care would provide adequate training for an entry level position.
- Glenn County ROP: Hamilton H.S.-Child Development Aide Training.
- Lake County ROP: Lower Lake H.S.-Careers with Children.
- Tri-County ROP: Career Training & Education Center (CTEC) & Marysville H.S.-Early Childhood Careers.
- The College for Early Childhood Educators, 910 Howe Ave., Sacramento, CA 95825. (916) 921-2400.

(Combined) Food Preparation/Service Workers

- Butte College: Food Service Management Certificate of Achievement, 28 units; AS degree, 60 units.
- Yuba College: Food Service Management Certificate of Training, 21 units; AS degree, 62 units.
- Glenn County ROP: Orland High School-Food Service/Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Eighth St./Marysville, Marysville H.S., & Sutter H.S.-Food Technology.

Computer Operators

- Butte, Mendocino, & Yuba College(s): Certificates in computer applications for business, office information systems, &/or computer science; 22-24 units. AS in computer applications for business, office information systems, &/or computer science; 60-62 units.
- Glenn County ROP: Hamilton H.S., Princeton H.S. & Willows H.S.-Computer Applications.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S., Middletown H.S.-Computer Applications.
- Tri-County ROP: Boyd Street/Yuba City, Career Training & Education Center (CTEC), Colusa County Career Training Center, Colusa H.S., Live Oak H.S., Lindhurst H.S., Marysville, H.S., Pierce H.S., Sutter H.S., Wheatland H.S. & Yuba City H.S.-Office Education Lab, Word Processing & Computer Applications.
- U.C. Davis Extension Program
- Local computer hardware & software retailers (see Pacific Bell Yellow Pages): Tutorials and short-term classes on computer system set-up, maintenance, & operation.

Cooks, Institutional

- Butte College: Food Service Management certificate of achievement, 8 units; Dietary Service Supervisor career program, 18 units; School Food Service Manager career program, 15 units; AS degree, 60 units.
- Yuba College: Food Services Management certificate of training, 20 units; AS degree 62 units.
- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Eighth St./Marysville, Marysville H.S., & Sutter H.S.-Food Technology.

Vocational Training

Cooks, Restaurant

- Butte College: Food Service Management Certificate and Transfer Programs; AS degree.
- Yuba College: Food Services Management Certificate of Training, 21 units; AS degree, 62 units.
- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Eighth Street/Marysville, Marysville H.S., and Sutter H.S.-Food Technology
- Lederwolff Culinary Academy, 3300 Stockton Blvd., Sacramento, CA 95820. (916) 456-7002.
- Culinary Institute of America at The Greystone, 2555 Main Street, St. Helena, CA 94574. (707) 967-1100.
- Great Chefs at the Robert Mondavi Winery, 841 Latour Court, Napa, CA 94558. (707) 994-2866.
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558. (707) 967-2930..
- Sacramento ROP: Food Service: two semester Restaurant & Commercial Food Preparation certificate program; primary occupations Prep Cooks, Assistant Bakers, and Pastry Workers.

Corrections Officers

- Butte College: Law Enforcement Certificate of Achievement, 40 units; AS degree, 60 units.
- Mendocino College: Administration of Justice Certificate of Achievement, 24 units; AS degree, 60 units.
- Yuba College: Administration of Justice AS degree, 62 units.
- Tri-County ROP: Boyd Street/Yuba City & Yuba City H.S.-Law Enforcement.

Court Reporters/Shorthand Reporters

- Butte College: Business-Court Reporting program (3-4 yrs); prepares students for the Certified Shorthand Reporter's (CSR) Licensing Examination and work as a court or free-lance reporter. Court Reporting Certificate of Achievement, 67 units, Skill Equivalency course series, 30 units, AS Degree in Court Reporting, 73 units. Scope Operations/Note Reading Certificate of Achievement, 12 units, Scope Operations/Note Reading-AS degree, 60 units.
- Mendocino College: Business Office Technology-Legal Certificate of Achievement, 29 units.
- Yuba College: Business-Legal Office Skills Certificate of Completion, 29 units; AS degree, 62 units.
- Glenn County ROP: Orland H.S. - Office Procedures; Hamilton H.S. - Office Training, Computer Assisted Application & Advanced Computer Application; Princeton H.S.-Office Education in Data & Text Processing; & Willows H.S. - Office Training & Computer Applications I & II.
- Lake County ROP: Clear Lake H.S. - Office/Business Skills & Word Processing; Lower Lake H.S. - Computer Applications; Kelseyville H.S. - Computer Operator; Middletown H.S. - Office Procedures.
- Tri-County ROP: Boyd St., Yuba City-Office Education Lab; CTEC-Business Communications, Office Education Lab; Colusa Co. CTC-Office Education Lab; Colusa H.S., Wheatland H.S., Yuba City H.S. & Live Oak H.S.-Computer Applications; East Nicolaus H.S.-Word Processing; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office Education Lab; Sutter H.S.-Computer Applications & Word Processing.

Vocational Training

Court Reporters/Shorthand Reporters, continued

- Heald Business College, 2910 Prospect Park Drive, Rancho Cordova, CA 95670. (916) 638-1616.
- Humphreys College, 11344 Coloma Road, Suite 605, Gold River, CA 95670. (916) 635-3996.

Data Processing Equipment Repairers

- Butte College: Business: CSCI-Business Information Systems; Certificate of Achievement, 23-26 units; Microcomputer Applications Certificate of Achievement, 24-33 units; AS degree/Transfer Program, 60 units.
- Mendocino College: Electronics and Electric Technology; Occupational Option, 34 major units; Transfer Option, 22 major units; AS degree, 60 units. Computer and Information Sciences; 21 major units, AS degree, 60 units. Computer and Information Applications; 24 major units; AS degree, 60 units.
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558. (707) 967-2930.
- Yuba College: Electronics Technology: Industrial Electronics Technician Certificate of Achievement, 40-41 units; Electronics Technology AS degree/Transfer Program, 62 units.
- Tri-County ROP: Career Training & Education Center (CTEC)-Computer Repair.
- Advanced Career Technologies Institute, 3054 Sunrise Blvd., Suite H, Rancho Cordova, CA 95742 (916) 635-3435:
- Heald Institute of Technology, 3737 Marconi Avenue, Sacramento, CA 95821. (916) 972-0999
- ITT Technical Institute, 9700 Goethe Rd., Sacramento, CA 95827. (916) 366-3900.

Data Processing Equipment Repairers, continued

- National Education Center--Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.
- Pacific Technical Institute, 1325 Howe Ave., Sacramento, CA 95826. (916) 654-8000.
- Sierra Hi-Tech, 7144 Fair Oaks Blvd., Carmichael, CA 95608. (916) 488-8208.

Dental Assistants

- Tri-County ROP: Marysville High School-Dental Assisting
- High-Tech Institute Medical Careers, 1111 Howe Ave. #250, Sacramento, CA 95825. (916) 929-9700.

Dental Hygienists

- Sacramento City College, Dental Health Dept., 3835 Freeport Blvd., Sacramento, CA 95822. (916) 558-2356.
- To request a list of other California-accredited Dental Hygiene schools, contact: State of California, Department of Consumer Affairs, Committee on Dental Auxiliaries, 1428 Howe Ave., Suite 58, Sacramento, CA 95825. (916) 263-2595.

Desktop Publishing-Graphic Designers

- Butte College: Fine Arts: Graphic Design for Print-Career Program, 51 units; AA degree/Transfer Program, 60 units.
- Mendocino College: Computer Applications: Graphics/Presentation-Certificate of Achievement, 24 units.
- Yuba College: Business: Computer Applications-Certificate of Training, 15 units.
- Glenn County ROP: Hamilton Union H.S.-Desktop Publishing on Apple, Computer Assisted Application & Advanced Computer Applications; Willows H.S.-Desktop Publishing on PC & Mac, & Computer Applications I & II;

Vocational Training

Desktop Publishing-Graphic

Designers, continued

- Glenn County ROP, continued: Orland H.S.-Graphic Arts Princeton H.S.-Office Education in Data & Text Processing.
- Lake County ROP: Clear Lake H.S.-Word Processing & Graphic Communications; Lower Lake H.S.-Computer Applications & Desktop Publishing; Kelseyville H.S.-Computer Operator; Middletown H.S.-Desktop Publishing.
- Tri-County: CTEC-Word Processing; Colusa Co. CTC-Office Education Lab; Colusa H.S.-Computer Applications & Graphic Communications; Live Oak H.S.-Computer Applications; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office Education Lab; Sutter H.S. & Wheatland H.S.-Computer Applications & Word Processing; Yuba City H.S.-Computer Applications & Word Processing.
- Pacific Technical Institute, 311 Fite Circle #102, Sacramento, CA 95827. (916) 363-2500.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.

Drafters

- Butte College: Technology: Drafting & CAD Technology-Certificate of Achievement, 19 units; AS degree & Transfer Program, 60 units.
- Yuba College: Architectural Drafting-Certificate of Training, 12 units; Certificate of Completion, 27 units; AS degree, 62 units.
- Glenn County ROP: Willows H.S.-Architectural Drafting, CAD & Mechanical Drafting, CAD.
- Lake County ROP: Kelseyville H.S.& Upper Lake H.S.-Architectural Drafting.
- Tri-County ROP: Marysville H.S.-Technical Drawing; Yuba City H.S.-Architectural Design.

Drafters, continued

- ITT Technical Institute, 9700 Goethe Rd., Sacramento, CA 95827. (916) 366-3900.
- Precision Technical Institute, 5330 Power Inn Rd., Suite D, Sacramento, CA 95820. (916) 386-8466.

Electricians

- 5-year apprenticeship programs with certificates of completion: Sacramento Area Electrical JATC, 2840 El Centro Road, Suite 112, Sacramento, CA 95833 (916) 646-0454.
- Western Electrical Contractor's Association, 7500 14th Avenue, Suite 25, Sacramento, CA 95820 (916) 453-0114.
- Paxton Trade Schools, 8350 Auburn Blvd., Suite 125, Citrus Heights, CA 95610. (916) 729-2636.

Electronic Home Entertainment

Equipment Repairers

- Mendocino College: Electronics & Electric Technology Certificate of Achievement, 42 units; AS degree, 60 units; Transfer Major AS degree, 63 units.
- Yuba College: Electronics Fundamentals Certificate of Training, 17 units; Advanced Electronics Technician Certificate of Completion, 33 units; Electronics Technology AS degree, 62 units.
- Sierra Hi-Tech, 7144 Fair Oaks, Blvd., Carmichael, CA 95608. (916) 488-8208.

Excavating/Loading Machine

Operators

- Butte College: Agriculture: Heavy Equipment Operator Technician, one-year Certificate of Achievement Program, 37 units.
- Tri-County ROP: Williams H.S.-Agricultural Equipment Operation and Maintenance.

Vocational Training

Excavating/Loading Machine Operators, continued

- 5-year apprenticeship programs with certificates of completion: Operating Engineers JAC, 7388 Murietta Drive, Rancho Murietta, CA 95683, (916) 354-2029.

Farm Equipment Mechanics

- Butte College: Agriculture: Mechanized Ag Option-Ag Engineering Tech Certificate of Achievement, AS degree and Transfer Program.
- Yuba College: Certificate in Agricultural Mechanics, 32 units; AS, 62 units.
- Glenn County ROP: Elk Creek H.S., Hamilton H.S., Princeton H.S. & Willows H.S.-Ag Mechanics I & II.
- Tri-County ROP: Live Oak H.S.-Farm Equipment & Metal Fabrication; Yuba City H.S.-Farm Power Mechanics
- California Human Development Corp. (CHDC) Center for Employment Training (CET): Farm Equipment Maintenance Certificate, 720 hour classroom training program in farm equipment maintenance & metal fabrication/welding.

Farm Equipment Operators

- Butte College: Heavy Equipment Operator Technician (Agriculture & Natural Resources) Certificate of Achievement, 31 units; Agricultural Business Certificate of Achievement, 21 units; AS degree, 60 units.
- Yuba College: Equipment Operation & Maintenance (Ornamental Horticulture) Certificate of Training, 9 units; General Agriculture Certificate of Completion, 30 units; AAS degree, 62 units; Agricultural Business Certificate of Completion, 30 units.
- Glenn County ROP: Hamilton H.S.-Careers in Agricultural Production.

Farm Equipment Operators, continued

- Tri-County ROP: Williams H.S.-Agriculture Equipment Operation and Maintenance.

Fire Fighters

- Butte College: Fire Science Certificate of Achievement, 27 units; AS degree, 70 units.
- Mendocino College: Fire Instructor 1A & 1B specialized occupational pre-professional training program, 16 units.
- Yuba College: Fire Science Certificate of Achievement, 30 units; AS degree, 62 units.
- Glenn County ROP: Joint Apprenticeship-Firefighter I Certificate of Achievement, 720 hrs. classroom instruction and hands-on training.

First Line Supervisors-Sales & Related

- Butte College: Business-Management Certificate of Achievement, 30 units; Retail Management Certificate of Achievement, 30 units; AS degree-Management, or Retail Management, 62 units.
- Mendocino College: Business Administration, AS degree, 60 units.
- Yuba College: Business-Management Strategy Certificate of Completion, 6 units; Supervisory Development Certificate of Completion, 7 units; Management Development Certificate of Completion, 10.5 units; Business Computer Applications Certificate of Achievement, 14 units; Personnel Management Certificate of Completion, 30 units; General Business Management Certificate of Achievement, 33 units; AS degree, 62 units.
- Glenn County ROP: Retail Training, Beginning & Advanced.

Vocational Training

First Line Supervisors-Sales & Related, continued

- Tri-County ROP: Eighth St./Marysville, Marysville H.S., Yuba City Mall-Applied Marketing.

Food Preparation Workers

- Butte College: Food Service Management-Certificate of Achievement options: Dietary Service Supervisor, 28 units and School Food Service Management, 28 units; AS degree with Food Service Management major, 62 units. Transfer Programs for continuation at a four-year university: 1) Food Administration and 2) General Dietetics.
- Yuba College: Food Services Management-Certificate of Training, 21 units; AS degree, 62 units.
- Glenn County ROP: Orland H.S.-Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Marysville H.S., Sutter H.S., & Eighth Street, Marysville - courses in Food Technology.

Food Service Managers

- Butte College: Food Service Management-Certificate of Achievement options: Dietary Service Supervisor, 28 units and School Food Service Management, 28 units; AS degree with Food Service Management major, 62 units. Transfer Programs for continuation at a four-year university: 1) Food Administration and 2) General Dietetics.
- Yuba College: Food Service Management Certificate (28 units/one year). AS degree in Food Service Management, 60-62 units (2 years, & can transfer to 4 year program).
- Glenn County ROP: Orland H.S.-Hospitality Occupations.

Food Service Managers, continued

- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Marysville H.S., Sutter H.S., & Eighth Street, Marysville - courses in Food Technology.

Gardeners & Groundskeepers - Except Farm

- Butte College: Landscape/Turfgrass Technician Certificate of Achievement, 24 units; AS degree, 60 units.
- Mendocino College: Landscape Practices Certificate of Achievement, 23 units; AS degree, 60 units.
- Yuba College: Landscape Installation Certificate of Training, 15 units; Landscape Maintenance Certificate of Training, 16 units; Park Maintenance Certificate of Training, 19 units; AS degree, 62 units.
- Glenn County ROP: Orland H.S.-Plant Science & Hospitality Occupations; Princeton H.S.-Ornamental Horticulture; Willows H.S.-Nursery Skills
- Tri-County ROP: Marysville H.S.-Environmental Landscaping/ Ornamental Horticulture Certificate of Proficiency, 360 classroom hrs.

General Office Clerks

- Butte, Mendocino, & Yuba College: Certificates in Office Information Systems, Secretarial Science, & Office Administration, with special options per industry-type of office training desired; 15-31 units. AS, 60-62 units.
- Glenn County ROP: Hamilton H.S., Princeton H.S. & Willows H.S.-Computer Applications.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S., Middletown H.S.-Office/Business Skills & Computer Applications.

Vocational Training

General Office Clerks, continued

- Tri-County ROP: Boyd Street/Yuba City, Career Training & Education Center (CTEC), Colusa County Career Training Center, Colusa H.S., Live Oak H.S., Lindhurst H.S., Marysville, H.S., Pierce H.S., Sutter H.S., Wheatland H.S. & Yuba City H.S.-Office Education Lab, Word Processing & Computer Applications.
- Barclay College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries, 9-12 months.
- Heald Business College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries, 9-12 months.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996
- MTI Western Business College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries, 9-12 months.

Guards & Watch Guards

- Butte College: Law Enforcement Certificate of Achievement, 40 units; AS degree, 60 units.
- Mendocino College: Administration of Justice Certificate of Achievement, 24 units; AS degree, 60 units.
- Yuba College: Administration of Justice AS degree, 62 units.
- Tri-County ROP: Boyd Street/Yuba City & Yuba City H.S.-Law Enforcement.
- California Security Training Academy, Inc., 5659½ Stockton Blvd., Sacramento, CA 95824. (916) 452-4273.

Hairdressers, Hairstylists, Cosmetologists

- Butte College: Cosmetology Certificate of Achievement, 35 units; AS degree, 60 units.
- Yuba College: Cosmetology AS degree, 62 units.
- Tri-County ROP: Yuba College Articulated Class in Cosmetology.
- Career Colleges of Cosmetology, Marysville & Yuba City: State approved cosmetology instruction required to qualify for Cosmetologist license exam, 1600 hours.
- Ukiah Beauty College, 1040 N. State St., Ukiah, CA 95482. (707) 462-8831.

Heat, Ventilation/Air Conditioning Mechanics

- Hartsog Trade School, P.O. Box 760, Lodi, CA 95241-0760. (209) 339-9324.
- Sacramento City USD Skills & Business Education Center, 2751 Stockton Blvd., Sacramento, CA 95817. (916) 277-6632.
- Sacramento City College, 3835 Freeport Blvd., Sacramento, CA 95822. (916) 558-2568.
- Purple Heart Veterans Rehabilitation Services, 615 S. Street, Sacramento, CA 95814. (916) 442-1803.
- Silva Technical Institute, 1010 E Camino Ave., Sacramento, CA 95815. (916) 685-1409.
- Apprenticeships: Sacramento Valley Sheet Metal, 1624 Silica Ave., Sacramento, CA 95815, (916) 922-6400: Service Technician, Commercial- five-year program with certificate of completion; Service Technician, Residential- two-year program with certificate of completion.

Helpers, Carpenters & Related

- Tri-County ROP: Wheatland H.S.-Agriculture, Construction & Maintenance.

Vocational Training

Highway Maintenance Workers

- No specific local programs

Home Health Care Workers

- Glenn County ROP: Certified Nursing Assistant, 270hrs., Central ROP-Health Occupations.
- Lake County ROP: Lake County Office of Education-Vocational Nursing & CNA Training; Kelseyville H.S.-EMT-I.
- Tri-County ROP: Career Training & Education Center (CTEC)-Basic Patient Care, Home Care, Hospital/Community Health; Colusa County Career Training Center (CTC)-Hospital/Community Health Services; Marysville H.S.-Supportive Medical Services/Health.
- Mendocino County ROP: Mendocino County Office of Education-9-week CNA Certification Program; four sessions per year. Ukiah Convalescent Hospital (classroom theory) and various acute-care facilities in Ukiah (hands-on). For information call (707) 463-4900.
- Yuba College: Nursing: Home Health Aide (total 6.5 units). 1) Nursing Assistant (CNA)-Certificate of Training, 5 units; graduates of this program are eligible for admission to 2) Home Health Aide Course, 1.5 units.
- American Red Cross, Sacramento County Chapter, 8928 Volunteer Lane, Sacramento, CA. (916) 368-3156.

Human Service Workers

- Butte College: Social and Behavioral Science: AA degree, 60 units; Transfer Major Program available.
- Mendocino College: Ethnic Studies: AS degree options-Alcohol & Other Drugs Studies or Family Relations/Child Development: Early Childhood Education, 60 units; Psychology: AA degree, 60 units; Transfer Programs available.

Human Service Workers, continued

- Yuba College: Human Services-AS degree, 62 units; Transfer Program available. Family and Consumer Studies-Certificate of Training, 20 units; AS degree, 62 units.
- Also see university catalogs

Industrial Truck & Tractor Operators

- Butte College: Heavy Equipment Operator Technician Certificate of Achievement, 31 units.
- Tri-County ROP: Williams H.S.-Agricultural Equipment Operation & Maintenance.

Inspectors, Testers, and Graders-Precision

- Butte College: Automotive Technology-Specialized Automotive Certificate in Engine Performance & Emission Controls (10 units + 16.5 prerequisite units).
- Mendocino College: Automotive Technology-Emission Control Certification Preparation (80-hour BAR-approved Clean Air Car Course).
- Yuba College: Automotive Technology (ASE-certified classes)-Certificate of Completion: Auto-Tune-up & Driveability, 27.5 units; Certificate of Training: Engine Performance, 25.5 units.
- Glenn County ROP: Orland H.S.-Automotive Mechanics/Chassis; Willows H.S.-Advanced Auto.
- Lake County ROP: Clear Lake H.S.-Auto Mechanics; Kelseyville H.S.-Auto Mechanics; Lower Lake H.S.-1) Automotive Repair, & 2) Automotive Certification; Upper Lake H.S.-Auto Mechanics.
- Tri-County ROP: Live Oak H.S.-Auto Technology; Lindhurst H.S.-Automotive Services; Marysville H.S.-Auto Technology; Wheatland H.S.-Auto Technology.

Vocational Training

Inspectors, Testers, and Graders-Precision

- Tri-County ROP, continued: Yuba City H.S.-1)Auto Body Repair, 2)Auto Diagnosis & Tune-Up & 3)Auto Technology.
- Automotive Diagnostics, 11315 Sunrise Gold Circle, Suite G, Rancho Cordova, CA 95742. (916) 635-0922.

Instructional Aides

- Butte College: Early Childhood Education Certificate of Achievement, 31 units; AS degree, 65 units.
- Mendocino College: Family Relations/Child Development Certificate of Achievement (School-Aged Child), 21 units; Certificate of Achievement (Early Childhood), 24-25 units; AS degree, 60-61 units.
- Yuba College: Early Childhood Education Certificate of Training, 12 units; AS degree, 62 units; Human Services AS degree, 62 units.
- Glenn County ROP: Hamilton H.S.-Child Development Aide Training.
- Lake County ROP: Lower Lake H.S.-Careers With Children.
- Tri-County ROP: Career Training & Education Center (CTEC) & Marysville H.S.-Early Childhood Careers.

Janitors & Cleaners, Except Maids & Housekeepers

- Goodwill Industries of Sacramento Valley, Inc., 6648 Franklin Blvd., Sacramento, CA 95823. (916) 395-9016.

Licensed Vocational Nurses (LVN)

- Butte College: Health Careers: Vocational Nursing-Certificate of Achievement program provides curriculum to qualify for the state board exam (59 units, 3-4 semesters); AS degree, 60 units.
- Yuba College: Vocational Nursing Program provides curriculum to qualify for the state board exam, (55 units, 4 semesters); AS degree, 62 units.

Loan & Credit Clerks

- Butte College: Business-Accounting Certificate of Achievement, 27-28 units; AS degree, 60 units.
- Mendocino College: Business-Accounting Certificate of Achievement, 20 units; AS degree 60 units.
- Yuba College: Business-Bank Operations Certificate of Training, 15 units; Bank Management Certificate of Training, 15 units; Banking and Finance AS degree, 62 units.
- Glenn County ROP: Hamilton H.S. & Orland H.S. & Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/Business Skills.
- Tri-County ROP: Career Training & Education Center (CTEC)- Accounting Principles & Practices, and Applied Finance.

Lodging Managers

- Glenn County ROP: Orland High School-Hospitality occupations.
- Agapé School of On-Site Management, P.O. Box 127, Forestville, CA 95436 (800) 675-5405/(707) 887-0325
- California Career College, 1132 North Main St., Manteca, CA 95336. (916) 923-1700.

Vocational Training

Lodging Managers, continued

- California Motel Training, 4447 Granite Dr. #702, Rocklin, CA 95677. (916) 632-8250.
- Northwest Training Institute, 1126 Washington Blvd., Red Bluff, CA 96080. (916) 527-1524.
- Butte College: BusinessMgmt Certificate of Achievement, 12 units; Management AS degree, 62 units.
- Yuba College: Bus. Gen.Mgmt Cert. of Completion, 33 units;Mgmt Development Cert. of Completion, 10.5 units;Mgmt Strategy Cert of Completion, 6 units; Supervisory Devel. Cert. of Completion, 7 units; Small Bus.Mgmt Cert. of Training, 15 units/Cert. of Completion, 36 units; Gen. Bus. Mgmt AS degree, 62 units.

Machinists

- Butte College: Introduction to Machine Shop, 2 units; Beginning Machine Shop, 3 units; Machine Shop, .5-2 units, Computer Aided Manufacturing, 4 units..
- Yuba College: Manufacturing Technology: Industrial Machinist Certificate of Completion, 34 units; Tool Programming-Numerical Control Certificate of Completion, 36 units; Manufacturing Technology Certificate of Completion/AS degree, 62 units.
- Tri-County ROP: Marysville H.S.-Machinist Training.

Maids & Housekeeping Cleaners

- Glenn County ROP: Orland High School-Hospitality Occupations.

Maintenance Repairers, General Utility

- Purple Heart Veterans Rehabilitation Services, 615 S. Street, Sacramento, CA 95814. (916) 454-6076.

Medical Assistants

- Butte, Mendocino & Yuba College: Certificate in medical office practices, 26-37 units. AS in medical office practices, 60-62 units.
- Tri-County ROP: Career Training & Education Center (CTEC)-Basic Patient Care, Health Care Information Services, Home Care, Hospital/Community Health, Medical Office Services; Colusa County Career Training Center (CTC)-Hospital/Community Health Services; Marysville H.S.-Supportive Medical Services/Health.
- High-Tech Institute Medical Careers, 1111 Howe Ave. #250, Sacramento, CA 95825. (916) 929-9700.
- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA. (916) 969-4900 / (800) 441-4623.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Medical Records Technicians

- Mendocino College: Secretarial Science - Medical Certificate of Achievement, 26 units.
- Yuba College: Medical Office Skills Certificate of Completion, 30 units; AS degree, 62 units.
- Tri-County ROP: Career Training & Education Center (CTEC)-Health Care Information Services.

Medical Transcribers

- Butte College: Office Information Systems: Medical Transcriptionist career programs prepare students for entry-level employment - Certificate of Achievement, 23-43 units; AS degree, 60 units.

Vocational Training

Medical Transcribers, continued

- Mendocino College: Business Office Technology: Medical-Certificate of Achievement, 30 units.
- Yuba College: Business: Medical Office Skills-Certificate of Completion, 30 units; AS degree, 62 units.
- Mendocino County ROP: Machine Transcription. (707) 463-4900.
- EBM Business Institute, 6024-C San Juan Ave., Citrus Heights, CA 95610. (916) 969-9514.
- Empire College-School of Business, 3033 Cleveland Avenue, Santa Rosa, CA 95403. (707) 546-4000.
- Humphrey's College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business -College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500.
- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA 95610. (916) 969-4900 / (800) 441-4623.
- New Directions Learning Center, 2143 Hurley Way, Suite 220, Sacramento, Ca 95825. (916) 927-1515.
- Pacific Technical Institute, Inc., 1325 Howe Avenue, Suite 103, Sacramento, CA 95825. (916) 964-8000
- Vocational Evaluation Services, Inc., 9848 Business Park Dr., Suite D, Sacramento, CA 95827. (916) 364-8488.

Medical/Clinical Lab Technologists

- See university catalogs for bachelor's degree programs.

Nurse Aides

- Yuba College: Certificate, 5 units.
- Lake County ROP: Certified Nurse Assistant Program.

Paralegal Personnel

- CSU Sonoma Extended Education: Attorney Assistant Certification Program, 30 units.
- CSU Chico: Paralegal Certificate Program, 26 units.
- Paralegal Personnel, continued
- Butte College: Public Service: Paralegal/Court Personnel/Pre-Law Certificate of Achievement, 34-37 units; Administration of Justice-Court Personnel Pre-Law-AS Degree, 60 units.
- Mendocino College: Business Office Technology-Legal Certificate of Achievement, 28 units.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500. Legal Assistant Certificate Program, 36 units.
- Empire College, 3033 Cleveland Ave., Santa Rosa, CA 95403. (707) 546-4000. Paralegal Studies Certificate Program, 36 units.

Pharmacy Technicians

- Enloe Hospital Pharmacy Technician School, W. 5th Ave. & The Esplanade, Chico, CA 95926. (916) 891-7499.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Photographers

- Butte College: Communication Arts & Technology Commercial Photography Certificate of Achievement, 31 units; AS degree, 60 units; Fine Arts Photography AA degree, 60 units.

Vocational Training

Photographers, continued

- Yuba College: Photography Certificate of Training, 16 units; Certificate of Completion, 30 units; Applied Photography AS degree, 62 units; Fine Arts Photography AA degree, 62 units.
- Tri-County: Yuba College Articulated Class in Photography.

Physical Therapy Aides

- Mendocino College: Health Sciences Pre-Physical Therapy Option - AS degree, 60 units.
- Tri-County ROP: Career Training and Education Center (CTEC)-Hospital/Community Health Services & Basic Patient Care; Marysville H.S.-Supportive Medical Services/Health.
- Mendocino County ROP: Hospital Health, year-long course, 2hrs/day or 17-week course, 4 hrs/day.

Physical Therapy Assistants

- Mendocino College Health Sciences Pre-Physical Therapy AS Degree Option, 29 units.
- Western Institute of Science & Health, 120 Avram Avenue, Rohnert Park, CA 95691. (707) 664-9267.

Plumbers, Pipefitters & Steamfitters

- 5 year apprenticeships: Joint Apprenticeship Committee (JAC) for Plumbing, 719 Sutter Street, Yuba City, CA 95991. (916) 673-8690.

Police Patrol Officers

- Butte College: Law Enforcement Certificate of Achievement, 35.5 units; AS degree, 60 units.
- Mendocino College: Administration of Justice Certificate of Achievement, 24 units; AS degree, 60 units.

Police Patrol Officers, continued

- Yuba College: Law Enforcement AS degree, 62 units.
- Tri-County ROP: Yuba College articulated class in Law Enforcement.

Radiologic Technologists, Diagnostic

- Santa Rosa Junior College: Radiologic Technology Certificate, five-semester program.
- High-Tech Institute Medical Careers, 1111 Howe Ave. #250, Sacramento, CA 95825. (916) 929-9700.

Real Estate Clerks

- No local training.

Receptionists & Information Clerks

- Butte College: Office Information Systems Certificate of Completion, 24 units; Office Information Assistant Certificate of Achievement, 36 units; AS degree, 67 units.
- Mendocino College: Secretarial Science - General Office Certificate of Achievement, 24-25 units.
- Yuba College: Clerical Certificate of Training, 15 units.
- Tri-County ROP: Business Communications & Office Education Lab.
- Glenn County ROP: Courses in Office Procedure; Modern Office Practices; Computer Assisted Business Occupations; & Advanced Office Training.

Registered Nurses

- Yuba College: ADN, 62 units.
- Pacific Union College, 100 Howell Mountain Road, Angwin, CA 94508. (707) 965-0104.
- American River College, Sacramento; ADN
- Cabrillo College, Aptos; ADN
- Chabot College, Hayward; ADN

Vocational Training

Registered Nurses, continued

- City College of San Francisco, San Francisco; ADN
- College of San Mateo, San Mateo; ADN
- College of the Redwoods, Eureka; ADN
- Contra Costa College, San Pablo; AND
- CSU, Chico; BSN
- CSU, Hayward; BSN
- CSU, Sacramento; BSN
- De Anza College, Cupertino; ADN
- Dominican St. Luke's School of Nursing, San Rafael; BSN
- Evergreen Valley College, San Jose; ADN
- Los Medanos College, Pittsburg; ADN
- Marin Community College, Kentfield; ADN
- Merritt College, Oakland; ADN
- Modesto Junior College, Modesto; ADN
- Napa College, Napa; ADN
- Ohlone College, Fremont; ADN
- Pacific Union College, Angwin; ADN
- Sacramento City College: ADN, 62 units.
- Samuel Merritt/St. Mary's Intercollegiate Nursing Program, Oakland; BSN
- San Francisco State University, San Francisco; BSN
- San Joaquin Delta College, Stockton; ADN
- San Jose State University, San Jose; BSN
- Santa Rosa J.C., Santa Rosa; ADN
- Shasta College, Redding; ADN
- Sierra College, Rocklin; ADN
- Solano Comm. College, Suisun City; ADN
- University of San Francisco, San Francisco; BSN

Salespersons, Parts

- Yuba College: Merchandising AS degree, 62 units.
- Glenn County ROP: Courses in Retail Training & Advanced Retail Training.
- Tri-county ROP: Yuba College Articulated Class in Applied Marketing. Short Course in Cashier/Checker Training.

Salespersons, Retail - Ex Vehicle Sales

- Glenn County ROP: Orland High School-Retail Training, beginning & advanced.

Secretaries, General

- Butte College: Business-Office Information Systems Certificate of Achievement, 25 units; AS Degree/Career Program Options, 60 units.
- Mendocino College: Business-Business Office Technology, 19 units; AS Degree-Administrative Assistant, 60 units.
- Yuba College: Business-Administrative Secretary Office Skills Certificate of Completion, 31 units; AS Degree, 62 units.

Secretaries, Legal

- Butte College: Business-Office Information Systems; Legal Office Assistant Certificate of Achievement, 33-34 units; AS degree 60 units.
- Mendocino College: Business Office Technology-Legal Certificate of Achievement, 29 units, Pre-Law Major AS degree, 60 units.
- Yuba College: Business-Legal Office Skills Certificate of Completion, 29 units; AS degree, 62 units
- Glenn County ROP: Hamilton Union H.S., Orland H.S., & Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/Business Skills.
- Tri-County ROP: Boyd Street/Yuba City & Colusa County Career Training Center (CTC)-Office Education Lab; Career Training & Education Center (CTEC)-Business Communications & Lindhurst H.S. & Pierce H.S.- Office Education Lab.
- Mendocino County ROP: Machine Transcription. (707) 463-4900.
- Heald College, 2425 Mendocino Ave., Santa Rosa, CA 95404. (707) 525-1300.

Vocational Training

Secretaries, Legal, continued

- Empire College, 3033 Cleveland Ave., Santa Rosa, CA 95403. (707) 546-4000. Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Avenue, Sacramento, CA 95841. (916) 339-1500.

Secretaries, Medical

- Butte College: Business-Office Information Systems; Medical Front Office Assistant Certificate of Achievement, 35-39 units; Medical Transcriptionist Certificate of Achievement, 13 units; AS degree, 60 units.
- Mendocino College: Business Office Technology-Medical Certificate of Achievement, 30 units; AS degree 60 units.
- Yuba College: Business-Medical Office Skills Certificate of Completion, 30 units, AS degree, 62 units.
- Glenn County ROP: Hamilton H.S., Orland H.S., and Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/ Business Skills.
- Tri-County ROP: Career Training & Education Center (CTEC)-Medical Office Services.
- Empire College, 3033 Cleveland Avenue, Santa Rosa, CA 95403. (707) 546-4000.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.
- MTI Western Business College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500.

Secretaries, Medical, continued

- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA. (916) 969-4900 / (800) 441-4623.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.
- Pacific Technical Institute, 1325 Howe Ave., Sacramento, CA 95826. (916) 654-8000.

Service Station Attendants

- Tri-County ROP: Lindhurst High School-Automotive Services; Yuba City High School-Auto Diagnosis and Tune-up; Live Oak, Marysville, Wheatland and Yuba City High Schools-Automotive Technology.
- Glenn County ROP: Orland H.S. & Willows H.S.-Auto Mechanics.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S. & Upper Lake H.S.-Auto Mechanics.
- Butte College: Automotive Technology-General Automotive Certificate of Achievement, 10-40 units, AS degree, 60 units.
- Mendocino College: Automotive Chassis Specialist Certificate of Achievement, 21 units; Automotive Technician Certificate of Achievement, 20 units; Automotive Tune-Up and Electronics Specialist Certificate of Achievement, 22 units; AS degree, 60 units.
- Yuba College: Auto-Engine Performance Certificate of Training, 12.5 units; Tune-Up and Drivability Certificate of Training, 26.5 units; Automotive Technology AS degree, 62 units.

Vocational Training

Sheet Metal Workers

- Tri-County ROP: Live Oak H.S., Maxwell H.S., Pierce H.S., Sutter H.S. & Wheatland H.S.-Farm Equipment & Metal Fabrication
- Apprenticeships: Sacramento Valley Sheet Metal, 1624 Silica Avenue, Sacramento, CA 95815, (916) 922-6400: 1) Sheet Metal-Commercial, (5-year program with certificate of completion) & 2) Sheet Metal-Residential, (2-year program with certificate of completion)..

Small Engine Specialists

- Yuba College: Automotive Technology: Small Engine/Mechanics Certificate of Completion, 21 units.
- Glenn County ROP: Hamilton H.S. Ag Mechanics/Small Engines.

Social Workers (except Medical and Psychiatric)

- Butte College: Social and Behavioral Science - Transfer Major/AS degree, 62 units.
- Mendocino College: Psychology - Transfer Program/AA degree, 60 units.
- Yuba College: Human Services - AS degree, 62 units.

Social Workers-Medical & Psychiatric

- Butte College: Social and Behavioral Science: Alcohol and Drug Studies Career Program includes course work and supervised field work practicum required by California Association of Alcoholism and Drug Abuse Counselors (CAADAC) for certification-Certificate of Achievement, 32 units; AS degree in Behavioral and Social Science with a focus on Alcohol and Drug Studies, 60 units; AA degree, 60 units; Transfer Major Program available.

Social Workers-Medical & Psychiatric, continued

- Mendocino College: Alcohol and Other Drugs-Certificate of Achievement, 28 units; Ethnic Studies: AS degree options-Alcohol & Other Drugs Studies or Family Relations/Child Development: Early Childhood Education, 60 units, Psychology: AA degree, 60 units; Transfer Programs available.
- Yuba College: Human Services: Chemical Dependency Awareness-Certificate of Training, 15 units; Chemical Dependency Counselor-Certificate of Achievement qualifies students for entry into non-certified employment and internships, usually completed during employment, required for counselor certification by California Certification Board of Alcohol and Drug Counselors, 31 units. Human Services-AS degree, 62 units; Transfer Program available. Family and Consumer Studies-Certificate of Training, 20 units; AS degree, 62 units.
- Breining Institute, 8880 Greenback Lane, Orangevale, CA 95662. (916) 987-0662.

Stock Clerks, Stockroom, Warehouse or Storage Yard

- No specific local programs

Teachers, Kindergarten

- Butte, Mendocino and Yuba College each offer AA degrees as part of University Pre-Transfer Programs, 48-72 units lower division Liberal Studies courses.
- Dominican College Off-Campus Program, Ukiah (Mendocino County): one-year Teacher Credentialing Program requires BA and passing score on CBEST.
- CSU Sonoma (Ukiah resident program available): Liberal Arts BA, 124 units; Teaching Credential Program, 36 units.

Vocational Training

Teachers, Kindergarten, continued

- CSU Chico: Liberal Arts BA, 124 units; Teaching Credential Program/Internship Program, 32 units.
- CSU Sacramento: Liberal Arts BA, 124 units; Teaching Credential Program, 35 units.

Teachers, Preschool

- Butte College: Early Childhood Education Certificate of Achievement, 28 units; Child Development Transfer Program/AS degree, 68 units.
- Mendocino College: Family Relations/Child Development: Early Childhood Certificate of Achievement, 25 units; Children's Center Permit, 41-51 units; AS degree, 60 units.
- Yuba College: Early Childhood Education Preschool Teacher in Private Preschool/Day Care Center Certificate of Training, 12 units; Preschool Teacher in a Publicly Funded (state or federal) preschool such as a State Preschool, 40 units; AS degree, 62 units.
- Glenn County ROP: Hamilton H.S.-Child Development Aide Training.
- Lake County ROP: Lower Lake H.S.-Careers With Children.
- Tri-County ROP: Career Training & Education Center (CTEC)-Early Childhood Careers.
- The College for Early Childhood Educators, 910 Howe Ave., Sacramento, CA 95825. (916) 921-2400.

Teachers & Instructors-Vocational Education & Training

- Patten College, Oakland.

Tellers

- Career Training Institute, 697 Palora Avenue, Yuba City, CA 95991. (916) 673-0375.

Tire Repairers & Changers

- Tri-County ROP: Lindhurst High School-Automotive Services; Yuba City High School-Auto Diagnosis and Tune-up; Live Oak, Marysville, Wheatland and Yuba City High Schools-Automotive Technology.
- Glenn County ROP: Orland H.S. & Willows H.S.-Auto Mechanics.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S. & Upper Lake H.S.-Auto Mechanics.

Truck Drivers, Heavy or Tractor Trailer

- Butte College/Swift Trucking, Chico.
- Tri-County ROP: Course in Agricultural Equipment Operation & Maintenance.
- Foster Elite Truck Driving School, 1870 Montgomery Rd., Red Bluff, CA 96080. (916) 527-3535.
- Truck Driving Academy, 5711 Florin Perkins, Sacramento, CA 95828. (916) 381-2285.
- Western Truck School, 4519 West Capitol Ave., West Sacramento, CA 95691. (916) 372-6500.

Truck Drivers, Light

- No specific local programs

Typists

- Butte, Mendocino & Yuba College(s): Courses in typing & word processing.
- Glenn, Lake & Tri-County ROPs: Courses in word processing, text processing, & modern office practices.

Utility Line Tree Trimmers

- Glenn County ROP: Princeton High School-Ornamental Horticulture.
- Tri-County ROP: Marysville High School-Environmental Landscaping/ Ornamental Horticulture.
- Yuba College: Voc. Ed/Contract Ed Program-Utility Line Tree Trimmer.

Vocational & Educational Counselors

Vocational Training

- CSU Chico: - Liberal Arts-BA, 124 units; Psychology-MA/MS, 60 units.
- CSU Sacramento: - Liberal Arts-BA, 124 units; Counseling-MS, 60 units.
- CSU Sonoma: Liberal Arts-BA, 124 units; Counseling-MS, 60 units.
- Butte, Mendocino and Yuba College each offer AA degrees as part of University Pre-Transfer Programs, 48-72 units lower division Liberal Studies courses.

Waiters & Waitresses

- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.

Water & Liquid Waste Treatment Plant & System Operators

- Yuba College: Water and Wastewater Certificate of Completion, minimum 29 units.

Welders and Cutters

- Butte, Mendocino & Yuba Colleges: Certificates in Welding Technology, Combination Welding, & Metal Fabrication, 12-34 units. AS, 60-62 units.
- Colusa, Glenn, Lake, Sutter & Yuba County ROPs: Courses in welding, farm equipment maintenance/metal fabrication, & welding technology.
- Center for Employment Training: Certificate, (480 hours/13 weeks).
- Cal Trade Welding Schools, 7115 Bacchini Ave., Sacramento, CA 95828. (916) 383-4118.

Union Apprenticeships:

- Field Iron Workers JATC, 2840 El Centro Rd., Suite 106, Sacramento, CA 95833. (916) 927-9073. or
- Sacramento Valley Sheet Metal (JAC), 1624 Silica Avenue, Sacramento, CA 95815, (916) 922-6400.
- Joint Apprenticeship Committee (JAC) for Plumbing, 719 Sutter Street, Yuba City, CA 95991. (916) 673-8690

Welfare Eligibility Workers

- Butte College: Business - Office Information Assistant Certificate of Achievement, 37 units.
- Mendocino College: Business Office Technology - Certificate of Achievement, 19 units.
- Yuba College: Business - Clerical Certificate of Training, 15 units.
- Tri-County ROP: Office Education Lab.

CCOIS Training Directory Sources for Other Counties

This list includes other CCOIS sites that produced occupational outlook reports and training directories for 1995. Some of these may charge a fee for their training directories. Counties not included in this list will begin producing annual Occupational Outlook Reports and Training Directories in 1996. For further information or to request multiple reports contact California Employment Development Department-Labor Market Information Division, 7000 Franklin Blvd., Suite 1100, Sacramento, CA 95823. Telephone: (916) 262-2162. Fax: (916) 262-2443.

ALAMEDA County Economic Development
Program (510) 272-3897.

KINGS County Job Training Office
(209) 582-9213.

ALPINE County (see Golden Sierra
Consortium)

LOS ANGELES County Private Industry
Council (213) 738-3175.

AMADOR County (see Mother Lode
Consortium)

MADERA County Employment & Training
Office (209) 673-7031.

CALAVERAS County (see Mother Lode
Consortium)

MARIPOSA County (see Mother Lode
Consortium)

CONTRA COSTA County Private Industry
Council (510) 646-5239.

MENDOCINO County Private Industry
Council, Inc. (707) 468-1196.

EL DORADO County(see Golden Sierra
Consortium)

MERCED County Private Industry Training
Department (209) 385-7324.

FRESNO County Private Industry Council
(209) 497-7877.

MONO County (see Kern/Inyo/Mono
Consortium)

GOLDEN SIERRA CONSORTIUM (Alpine,
El Dorado, Nevada, Placer and Sierra
Counties), Job Training Agency
(916) 832-4631.

MONTEREY County Private Industry Council
(408) 755-3247.

HUMBOLDT County Private Industry Council
(707) 445-6230.

MOTHER LODE Consortium (Amador,
Calaveras, Mariposa,Tuolumne Counties),
Job Training Agency (209) 532-2820.

INYO County (see Kern/Inyo/Mono
Consortium)

NAPA County Training & Employment Center
(707) 253-4291.

KERN/INYO/MONO Consortium Employers'
Training Resource (805) 861-3014.

NEVADA County(see Golden Sierra
Consortium)

CCOIS Training Directory Sources for Other Counties

ORANGE County Job Training Partnership
Agency (714) 567-7370.

PLACER County (see Golden Sierra
Consortium)

RIVERSIDE County Economic Development
Agency & Job Training (909) 275-3100.

SACRAMENTO/YOLO Consortium
Occupational Research Group
(916) 737-7580.

SAN BERNARDINO County Jobs &
Employment Service Department
(909) 422-0488.

SAN DIEGO Consortium & Private Industry
Council (619) 238-1445.

SAN FRANCISCO County Private Industry
Council (415) 621-6853.

SAN JOAQUIN County Employment and
Economic Development Department
(209) 468-3500.

SAN LUIS OBISPO County Private Industry
Council (805) 541-4044.

SAN MATEO County Job Training &
Economic Development Division
(415) 599-3848.

SANTA CLARA County (NOVA) City of
Sunnyvale Private Industry Council
(408) 730-7232

SANTA CRUZ County Human Resource
Agency (408) 454-4080.

SHASTA County Private Industry Council
(916) 246-7911.

SOLANO County Private Industry Council
(707) 864-3370.

SIERRA County (see Golden Sierra
Consortium)

SONOMA County Private Industry Council
Job Training Office (707) 523-3300.

STANISLAUS County Private Industry
Council (209) 558-2100.

TULARE County Private Industry Council
(209) 737-4246.

TUOLUMNE County (see Mother Lode
Consortium)

YOLO County (see Sacramento/Yolo
Consortium)